



PORT COLBORNE

City of Port Colborne Council Meeting Agenda

Date: Tuesday, October 24, 2023
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

| | Pages |
|---|--------------|
| 1. Call to Order | |
| 2. National Anthem | |
| 3. Land Acknowledgment | |
| 4. Proclamations | |
| 4.1 Canadian Federation of University Women Request Proclamation for International Day for the Elimination of Violence Against Women, November 25, 2023 and the Lighting of the Cupola at City Hall | 1 |
| 5. Adoption of Agenda | |
| 6. Disclosures of Interest | |
| 7. Approval of Minutes | |
| 7.1 Special Council Meeting (Closed Session) - August 15, 2023 | 4 |
| 7.2 Regular Meeting of Council - October 10, 2023 | 7 |
| 7.3 Special Joint Council Meeting with the Township of Wainfleet - October 16, 2023 | 18 |
| 7.4 Committee of the Whole - Budget - October 18, 2023 | 21 |
| 8. Recommendations Arising from Boards and Committees | |
| 8.1 2024 Operating (Levy) Budget, 2023-161 | 24 |
| 8.2 2024 Proposed User Fees and Charges, 2023-162 | 249 |

| | | |
|------------|--|-----|
| 9. | Staff Reports | |
| 9.1 | Pleasant Beach Road Retaining Wall Update, 2023-217 | 304 |
| 9.2 | 2024 Borrowing By-law, 2023-203 | 307 |
| 9.3 | 2024 Interim Tax Billing, 2023-204 | 311 |
| 9.4 | Heritage Designation Project Update and Motion from Heritage Subcommittee Directing Staff to Research Properties, 2023-212 | 316 |
| 9.5 | Civil Marriage Solemnization Services, 2023-189 | 341 |
| 10. | Correspondence Items | |
| 10.1 | Township of The Archipelago - Cigarette Producer Responsibility | 346 |
| 11. | Presentations | |
| 12. | Delegations | |
| | In order to speak at a Council meeting, individuals must register no later than 12 noon on the date of the scheduled meeting. To register, complete the online application at www.portcolborne.ca/delegation , email deputyclerk@portcolborne.ca or phone 905-835-2900, ext. 115. | |
| 13. | Mayor's Report | |
| 14. | Regional Councillor's Report | |
| 15. | Staff Remarks | |
| 16. | Councillors' Remarks | |
| 17. | Consideration of Items Requiring Separate Discussion | |
| 18. | Motions | |
| 19. | Notice of Motions | |
| 20. | Minutes of Boards and Committees | |
| 20.1 | Port Colborne Public Library Board Meeting Minutes - September 6, 2023 | 348 |

| | | |
|------------|---|-----|
| 20.2 | Active Transportation Advisory Committee Meeting Minutes- May 30, 2023 | 353 |
| 21. | By-laws | |
| 21.1 | 2024 User Fees and Charges By-law | 355 |
| 21.2 | 2024 Borrowing By-law | 404 |
| 21.3 | 2024 Interim Tax Levy By-law | 405 |
| 21.4 | By-law to Authorize Civil Marriage Solemnization Services and to Appoint Marriage Officiants for the Corporation of the City of Port Colborne | 407 |
| 21.5 | By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne | 408 |
| 22. | Procedural Motions | |
| 23. | Information items | |
| 24. | Adjournment | |



Canadian Federation of University Women
Welland and District

October 13, 2023

16 Days of Activism Against Gender-Based Violence

Dear Regional Chair, Niagara Mayors and Municipal Councillors,

I am writing on behalf of the Canadian Federation of University Women, Welland and District and local organizations who are working to end gender-based violence. We are requesting your continued participation in the 16 Days of Activism against Gender-Based Violence campaign.

This year, we are working to coordinate our efforts and are asking each municipality to consider proclaiming November 25th as the International Day for the Elimination of Gender-Based Violence and raising a Wrapped in Courage flag to raise awareness and promote gender equality, and that the cupola is lit in orange or purple for one or more days during the period.

The 16 Days of Activism Against Gender-Based Violence begins on November 25, the International Day for the Elimination of Gender-Based Violence and ends on December 10, International Human Rights Day.

I have attached a sample proclamation for your consideration and can arrange to deliver a flag to you, if you do not already have one. This year, the first day of the campaign is Saturday, November 25.

The 16 Days is an opportunity for the mayor and council to issue a reaffirming statement of the city's commitment to raise awareness of gender-based violence, to promote the need for resources to help prevent it and to help victims in the Niagara Region access support.

We wish to thank you for your consideration of this request and for all you have done in the past to raise awareness of domestic violence and to support our organizations.

If you require additional information please let me know.

If you plan to issue a proclamation or use other means of supporting this campaign please let us know as we would be happy to participate and assist in any way possible.

Sincerely,

Gwenn Alves
905-708-5718
Advocacy Committee, CFUW Welland and District

On behalf of Birchway Niagara (formerly Women's Place of South Niagara), Niagara Region
Sexual Assault Clinic

16 Days of Activism beginning November 25 International Day for the Elimination of Gender-Based Violence Against Women until December 10 Human Rights Day

Whereas violence continues to be the greatest gender inequality rights issue for women, girls, and gender-diverse people and

Whereas November is Women Abuse Prevention Month in Ontario and

Whereas Our community is committed to ending all forms of gender-based violence

Now therefore, we proclaim and declare

The 16 Days of Activism Against Gender- Based Violence to begin

November 25 and continue until December 10

And urge all citizens to recognize these days to increase awareness and to take action to support survivors of gender-based violence.



PORT COLBORNE

October 24, 2023

Moved by Councillor
Seconded by Councillor

WHEREAS violence continues to be the greatest gender inequality rights issue for women, girls, and gender-diverse people; and

WHEREAS November is Women Abuse Prevention Month in Ontario; and

WHEREAS our community is committed to ending all forms of gender-based violence; and

NOW THEREFORE, I, Mayor, William C. Steele, proclaim that November 25, 2023, is recognized as the “International Day for the Elimination of Violence Against Women” in the City of Port Colborne; and

FURTHER THAT the 16 Days of Activism Against Gender-Based Violence begins on November 25 and continues until December 10, 2023.

We urge all citizens to recognize these days to increase awareness and to take action to support survivors of gender-based violence.

William C. Steele
Mayor

**City of Port Colborne
Council in Closed Session Minutes**

Date: Tuesday, August 15, 2023
Time: 5:30 pm
Location: Committee Room 3-City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

Members Present: W. Steele, Mayor (presiding officer)
M. Bagu, Councillor
E. Beauregard, Councillor
F. Danch, Councillor
G. Bruno, Councillor
R. Bodner, Councillor
M. Aquilina, Councillor
D. Elliott, Councillor
T. Hoyle, Councillor

Staff Present: S. Luey, Chief Administrative Officer
S. Tufail, Acting City Clerk

1. Call to Order

Mayor Steele called the meeting to order at 5:30 p.m.

2. Adoption of Agenda

Moved by Councillor M. Bagu
Seconded by Councillor G. Bruno

That the Council in Closed Session agenda dated August 15, 2023 be confirmed, as circulated.

Carried

3. Disclosures of Interest

4. By-law

Moved by Councillor E. Beauregard
Seconded by Councillor R. Bodner

That item 4.1 be enacted and passed.

Carried

4.1 By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne

5. Confidential Items

Sara Premi, Partner, Partner, Sullivan Mahoney LLP, was in attendance and provided advice to Council regarding items 5.2 and 5.3.

Moved by Councillor M. Aquilina
Seconded by Councillor T. Hoyle

That Council do now proceed into closed session in order to address items 5.1 to 5.6.

Carried

5.1 Minutes of the closed session portion of the July 11, 2023 Council Meeting

5.2 Confidential Appendix D to Community Safety and Enforcement Department - By-Law Services Report 2023-143, litigation or potential litigation and advice that is subject to solicitor-client privilege, including communications necessary for that purpose

5.3 Public Works Department Report 2023-169, litigation or potential litigation and advice that is subject to solicitor-client privilege, including communications necessary for that purpose

5.4 Corporate Services Department Report 2023-159, personal matters about an identifiable individual, litigation or potential litigation and advice that is subject to solicitor-client privilege, including communications necessary for that purpose

5.5 Office of the Chief Administrative Officer Report 2023-150, a proposed or pending acquisition or disposition of land by the municipality or local board

5.6 Chief Administrative Officer Report 2023-147, a proposed or pending acquisition or disposition of land by the municipality or local board

6. Adjournment

Council moved into Closed Session at 5:32 p.m.

Council recessed at 6:21 p.m.

Council reconvened into Closed Session at 9:04 p.m.

Council reconvened into Open Session at 10:11 p.m.

Mayor Steele adjourned the meeting at approximately 10:12 p.m.

William C. Steele, Mayor

Saima Tufail, Acting City Clerk



City of Port Colborne
Council Meeting Minutes

Date: Tuesday, October 10, 2023
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Members Present: M. Aquilina, Councillor
M. Bagu, Councillor
E. Beauregard, Councillor
R. Bodner, Councillor
G. Bruno, Councillor
F. Danch, Councillor
D. Elliott, Councillor
T. Hoyle, Councillor
W. Steele, Mayor (presiding officer)

Staff Present: S. Tufail, Acting City Clerk
S. Lawson, Fire Chief
S. Luey, Chief Administrative Officer
D. Vasu, Acting Deputy Clerk (minutes)
G. Long, Manager of Strategic Initiatives
J. Colasurdo, Manager of Infrastructure
M. Pilon, Project Manager
G. Higginbotham, Tourism Coordinator

- 1. Call to Order**
Mayor Steele called the meeting to order at 6:31 p.m.
- 2. National Anthem**
- 3. Land Acknowledgment**
Mayor Steele recited the Indigenous Land Statement.
- 4. Proclamations**

5. Adoption of Agenda

Moved by Councillor M. Bagu
Seconded by Councillor R. Bodner

That the agenda dated October 10, 2023 be confirmed, as circulated.

Carried

6. Disclosures of Interest

7. Approval of Minutes

Moved by Councillor T. Hoyle
Seconded by Councillor F. Danch

That items 7.1 and 7.2 be approved as presented.

Carried

7.1 Regular Meeting of Council- September 26, 2023

7.2 Statutory Public Meeting Minutes - September 26, 2023

8. Staff Reports

8.1 Lifting of Part Lot Control on 39-46 Saturn Road – File No. D25-02-23, 2023-193

Moved by Councillor D. Elliott
Seconded by Councillor G. Bruno

That Development and Legislative Services Report 2023-193 be received;
and

That the By-law attached as Appendix A to Planning Division Report 2023-193 be approved, exempting 39-46 Saturn Road on Plan 59R-17727 from the Part Lot Control provisions of the *Planning Act*.

Carried

9. Correspondence Items

Moved by Councillor D. Elliott
Seconded by Councillor G. Bruno

That items 9.1 to 9.5 be received for information.

- 9.1 Niagara Region - Regional Funding for a Brownfield Tax Assistance Program Grant in the City of Port Colborne**
- 9.2 City of Pickering - Support for City of Hamilton regarding Request to Abandon Greenbelt Development**
- 9.3 City of Quinte West - Support for Municipality of Wawa Resolution regarding Chronic Pain Treatments**
- 9.4 Town of Wasaga Beach - Illegal Car Rally - Provincial Task Force**
- 9.5 Town of Witchurch-Stouffville - Support for the Town of Caledon regarding Illegal Land Use Enforcement**
- 10. Presentations**
 - 10.1 Isadore Sponder Memorial Trophy Presentation – 2023 Recipient**

Diorella Alfonso was presented with the 2023 Isadore Sponder Memorial Trophy.
- 11. Delegations**
- 12. Mayor's Report**

A copy of the Mayor's Report is attached.
- 13. Regional Councillor's Report**
- 14. Staff Remarks**
 - 14.1 Fire Prevention Week (Lawson)**

The Fire Chief reminded residents of the importance of fire safety.
 - 14.2 Road Closures (Colasurdo)**

The Manager of Infrastructure advised that Elm Street will be closed for the construction of the Elm Street rail crossing from October 19 at 7:00 a.m. to October 20 at 5:00 p.m. and will be kept within the limits of Park Street and Princess Street. Signs will be present at Killaly Street West and Clarence Street to detour traffic to King Street. Notices will be provided to nearby residents and businesses. There will be another road closure at Fielden Avenue to H. H. Knoll Park from October 17 to October 19 to install a concrete speed hump beside the boat ramp. During this time, residents will be directed to use the Elm Street entrance to the park until

the Fielden Avenue entrance reopens. All amenities at the park will remain unaffected during the construction.

14.3 Housing Updates (Long)

The Manager of Strategic Initiatives advised that the City submitted an application to the Federal Housing Accelerator Fund, administered by the Canada Mortgage and Housing Corporation (CMHC), in August 2023; a response is anticipated in mid to late fall. At the Association of Municipalities of Ontario (AMO) Conference, Premier Ford announced the Building Faster Fund: a 3-year \$1.2 billion program to help municipalities hit housing targets, of which about 10% of these funds have been dedicated to smaller, rural municipalities. An application will be submitted on behalf of the City when more details are released. The Minister of Municipal Affairs has asked municipal heads of Council to provide comments on the Province's task force on housing affordability, and City staff are working on a comment for the Mayor to provide in response.

15. Councillors' Remarks

15.1 Various Remarks (Bagu)

Councillor Bagu expressed appreciation towards to Parks and Recreation staff for keeping splash pads open beyond the regular schedule in response to the warm weather, then asked the Fire Chief whether the smoke and carbon monoxide program is ongoing, which the Fire Chief confirmed. Councillor Bagu asked By-law Enforcement staff to provide Council with a verbal staff update regarding parking enforcement at the boat launch ramp, then asked that City staff provide residents with updates after a requested service has been addressed.

15.2 Meadow Heights Update and Request (Bruno)

Councillor Bruno stated that he, Councillor Danch, and the Economic Development Officer attended the Hillcrest Road ribbon cutting ceremony, noting that he thinks the development is going well, then asked that the street lights near the phase of the Meadow Heights development impacting Apollo Road be turned on at night now that people are living there.

15.3 Service Requests (Danch)

Councillor Danch requested that the chimney at Rossman's Furniture (208 King Street) be repaired and asked if Nickel Beach could remain open later into the evening.

16. Consideration of Items Requiring Separate Discussion

16.1 Fleet Services Update, 2023-185

Moved by Councillor M. Bagu
Seconded by Councillor F. Danch

That Public Works Department Report 2023-185 be received; and

That Council approve the transfer of \$49,195 from the General Tangible Capital Asset reserve to the Capital Fund to offset cost escalations on a single and tandem axle dump truck.

Carried

16.2 Pleasant Beach Retaining Wall Remediation, 2023-197

Moved by Councillor G. Bruno
Seconded by Councillor M. Aquilina

That Public Works Department Report 2023-197 be received; and

That Council direct staff to replace the retaining wall located at the Pleasant Beach Road end for the total estimated cost of \$1,000,000.00; and

That the project be funded from the General Tangible Capital Asset reserve.

Amendment:

Moved by Councillor G. Bruno
Seconded by Councillor M. Aquilina

That Public Works Department Report 2023-197 be received; and

That Council direct staff to replace the retaining wall located at the Pleasant Beach Road end for an up-limit of \$1,000,000.00; and

That a report be brought to Council with detailed cost estimate for best options to replace the structure prior to the request for a tender; and

That the project be funded from the General Tangible Capital Asset reserve.

Carried

16.3 Filming Policy, 2023-173

Moved by Councillor M. Bagu
Seconded by Councillor G. Bruno

That Office of the Chief Administrative Officer Report 2023-173 be received;

That the City Clerk or designate be delegated the authority to issue film permits, approve exemptions to the Noise By-law for projects with a film permit, and execute any related documents resulting from the administration of the Filming Policy;

That the Director of Corporate Services/Treasurer or designate be delegated the authority to negotiate with film permit applicants the price of rates and fees for any good or service not identified in the Rates and Fees By-law;

That new rates and fees be added to the by-law that establishes the rates and fees for various City services; and

That the City of Port Colborne Filming Policy, as recommended by staff, be approved.

Carried

16.4 The Women of Ontario Say NO and Memorandum from Niagara Region - Association of Municipalities (AMO) Municipal Code of Conduct Resolutions

Moved by Councillor M. Aquilina
Seconded by Councillor E. Beauregard

That the correspondence received from the Niagara Region regarding the Women of Ontario Say NO - Association of Municipalities (AMO) Municipal Code of Conduct Resolutions, be supported.

Carried

16.5 Niagara Region - Motion - Equity, Diversity and Inclusion and the Damaging Impacts of Hate and Intolerance

Moved by Councillor M. Aquilina
Seconded by Councillor M. Bagu

That the correspondence received from the Niagara Region regarding Equity, Diversity and Inclusion and the Damaging Impacts of Hate and Intolerance, be supported.

Carried

16.6 Town of Fort Erie regarding Niagara Region's 2024 Operating Budget Levy Approval

Moved by Councillor M. Bagu
Seconded by Councillor T. Hoyle

That the correspondence received from the Town of Fort Erie regarding the Niagara Region's 2024 Operating Budget Levy Approval be supported and endorsed.

Carried

16.7 Catherine Fife MPP Waterloo, Finance & Treasure Board Critic-Request Support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022

Moved by Councillor R. Bodner
Seconded by Councillor M. Aquilina

That the City Clerk be directed to contact the Niagara Region Staff and gather additional details, and update be brought to Council at a future Council meeting.

Carried

17. Motions

18. Notice of Motions

19. Minutes of Boards & Committees

19.1 Port Colborne Historical and Marine Museum Board Meeting Minutes - July 18, 2023

Moved by Councillor E. Beauregard
Seconded by Councillor M. Bagu

That the Port Colborne Historical and Marine Museum Board Meeting Minutes from July 18, 2023 be received.

Carried

20. Recommendations Arising from Boards and Committees

20.1 Memorandum from Director of Museum and Culture - Museum, Heritage, and Culture Board Terms of Reference

Moved by Councillor E. Beauregard
Seconded by Councillor G. Bruno

That the Museum, Heritage and Culture Board Terms of Reference be approved.

Carried

21. By-laws

Moved by Councillor D. Elliott
Seconded by Councillor F. Danch

That items 21.1 to 21.5 be enacted, as passed.

Carried

21.1 By-law to Exempt the Lands Known as Blocks 71-74 on Plan 59M-150, More Specifically Described as Parts 1-25 on Plan 59R-17727, Municipally Known as 39-46 Saturn Drive from the Part Lot Control Provisions of the Planning Act

21.2 By-law to Adopt a Filming Policy

21.3 By-law to Establish a Board known as the Museum, Heritage and Culture Board

21.4 By-law to Appoint a Deputy Clerk

21.5 By-Law to Adopt, Ratify and Confirm the Proceedings of the Council of the Corporation of the City of Port Colborne

22. Confidential Items

Moved by Councillor R. Bodner
Seconded by Councillor T. Hoyle

That Council do now proceed into closed session in order to address item 22.1.

Carried

22.1 Confidential Memorandum - Office of the Chief Administrative Officer, a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality

Bram Cotton, Economic Development Officer provided an update and answered questions from Members of Council related to the subject matter.

The following resolution was voted on and passed during public session.

Moved by Councillor T. Hoyle
Seconded by Councillor D. Elliott

That the verbal closed session update regarding Update on "Project Eagle" be received.

Carried

23. Procedural Motions

24. Information items

25. Adjournment

Council moved into Closed Session at approximately 8:29 p.m.

Council reconvened into Open Session at approximately 8:40 p.m.

Mayor Steele adjourned the meeting at approximately 9:21 p.m.

William C. Steele, Mayor

Saima Tufail, Acting City Clerk

MAYOR'S REPORT

TUESDAY, OCT. 10



FIRE SAFETY MONTH

Welcome back, everyone. I trust you all enjoyed a happy, healthy, and safe Thanksgiving with family and friends.

It's Fire Prevention Week in Port Colborne and across Canada and the United States. The theme this year is "Cooking safety starts with YOU! Pay attention to fire prevention."

Cooking is the leading cause of home fires and fire injuries, with nearly half of all fires involving cooking equipment.

Never leave food unattended on the stove or in the oven. Turn those pot handles toward the back of the stove. Keep a lid nearby when cooking, so if something does catch fire, you can simply slide a lid over the pan, and turn the burner off.

We all remember the rule about smoke detectors, right? Every home in Ontario must have a smoke detector on every level of the home. It's the law.

When it comes to fire safety: pay attention to fire prevention.

CALL FOR CHRISTMAS CARD ART

The first artwork for our annual Christmas card contest was turned into my office last week by a three-year-old. One of the most enjoyable things I do all year is choose from hundreds of designs submitted by elementary school children. Last year we had a record number of submissions – let's see if we can top it this year.

Please do your design on a regular 8 ½ x 11 inch piece of paper, any colour. You can use crayons, markers, chalk, pastels, paints – anything you choose, as long as you make it a Port Colborne theme. A clear design, or scene, with bright bold colours seems to work best.

Please bring them to city hall by 4pm Friday, Oct. 20. You can do it on your own at home, or as a class project.

We've reached out to all the schools in Port Colborne, asking for participation.

Remember to write your name, age, school, and a phone number where we can reach you, on the back of your artwork.

The children whose artwork is chosen will be invited to come to council to be recognized, and they'll be invited to join council and me on the float in the lighted Christmas parade on Dec. 2.

I look forward to seeing all the talent and creativity.

LIONS FOOD DRIVE

Mark your calendars and fill a few extra grocery bags as best you can – the Lions Food Drive is a week from Saturday, on October 21.

The shelves at the Reach Out Centre need filling now more than ever.

Those of us who are able to help do as much as we can for our neighbours who need us. Port Colborne has always been a generous community.

Place donations on your doorstep by 9 am Saturday, Oct. 21. Lions and volunteers will drive every street in the city to collect your donation. If you live outside the urban boundary, please drop non-perishable groceries at the Christian Life Assembly on Barrick Road at Hwy 58. Cash and cheques are accepted, too.

In the spirit of Thanksgiving, many thanks to all of you.

I LOVE PORT COLBORNE CAMPAIGN

The Pie Guys have launched an I Love Port Colborne campaign to raise \$10,000 for Port Cares to direct toward homelessness and drug addiction programs. Bracelets and key chains are available at the Pie Guys bakery café on West Street as well as many downtown businesses.



**The Corporation of the City of Port Colborne
AND
The Corporation of the Township of Wainfleet Minutes**

Date: Tuesday, October 16, 2023
Time: 6:30 pm
Meetings: Joint Special Council Meeting with Closed Session
Location: Roselawn Centre
296 Fielden Avenue, Port Colborne

Members Present: M. Aquilina, Councillor
M. Bagu, Councillor
E. Beauregard, Councillor
R. Bodner, Councillor
G. Bruno, Councillor
D. Elliott, Councillor
T. Hoyle, Councillor
W. Steele, Mayor (presiding officer)

Members Absent: F. Danch, Councillor

Staff Present: S. Tufail, Acting City Clerk
S. Luey, Chief Administrative Officer
D. Vasu, Acting Deputy Clerk (minutes)

Others: M. Howes, Facilitator- 2WA Consulting
A. Bermingham, Facilitator- 2WA Consulting

1. Call to

Mayor Steele called the meeting to order at approximately 6:32 p.m.

2. National Anthem

3. Land Acknowledgment

4. Disclosures of Interest and the General Nature Thereof
None

5. Motions to Adopt Memorandum of Understanding

Moved by Councillor Bruno
Seconded by Councillor Bagu

a) City of Port Colborne Re: Memorandum of Understanding for Shared Services- Mayor Steele

That the Memorandum of Understanding for Shared Services with the Township of Wainfleet be adopted.

Carried

6. Closed Meeting

Moved by Councillor Aquilina
Seconded by Councillor Hoyle

That Council do now proceed into closed session in order to address item 6a.

6a) Pursuant to the *Municipal Act*, Section 239 (3.1) for the purpose of education or training – 1 item (a matter pertaining to Shared Services)

Council received education and training pursuant to the *Municipal Act*, Section 239 (3.1) for the purpose of education or training regarding Shared Services.

Carried

7. Rise & Report

Moved by Councillor Beauregard
Seconded by Councillor Elliott

That Council adjourn from the Closed meeting and reconvene into open session with report at approximately 8:50 p.m.

The Acting City Clerk reported that Council met in closed session to receive training and education.

8. By-laws

Moved by Councillor Bruno
Seconded by Councillor Bagu

That By-law No. 7152/94/23 being a by-law to adopt a Shared Services Agreement with the Township of Wainfleet be enacted, as passed.

Carried

9. By-law to Confirm the Proceedings of Council

Moved by Councillor Aquilina
Seconded by Councillor Bodner

That By-law No. 7153/95/23 being a by-law to adopt, ratify and confirm the actions of the Council at its special joint meeting held on the 16th day of October 2023, be enacted, as passed.

Carried

10. Adjournment

Council reconvened into Closed Session at approximately 6:48 p.m.

Council reconvened into Open Session at approximately 8:50 p.m.

Mayor Steele adjourned the meeting at approximately 8:52 p.m.

William C. Steele, Mayor

Saima Tufail, Acting City Clerk



City of Port Colborne

Committee of the Whole - Budget Meeting Minutes

Date: Wednesday, October 18, 2023
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Members Present: M. Bagu, Councillor
E. Beauregard, Councillor (presiding officer)
R. Bodner, Councillor
G. Bruno, Councillor
F. Danch, Councillor
D. Elliott, Councillor
T. Hoyle, Councillor
M. Aquilina, Councillor

Members(s) Absent: W. Steele, Mayor

Staff Present: S. Luey, Chief Administrative Officer
D. Vasu, Acting Deputy Clerk (minutes)
B. Boles, Director of Corporate Services/Treasurer
S. Lawson, Fire Chief
S. Tufail, Acting City Clerk
S. Shypowskyj, Director of Public Works
J. Colasurdo, Manager of Infrastructure
G. Long, Manager of Strategic Initiatives
C. Dray, Manager of Operations
A. Pigeau, Manager, Financial Services/Deputy Treasurer
J. McDowall, Supervisor of Financial Reporting

1. Call to Order

Deputy Mayor Beauregard called the meeting to order at 6:30 p.m.

2. Adoption of Agenda

Moved By Councillor F. Danch
Seconded By Councillor R. Bodner

That the agenda dated October 18, 2023, be confirmed, as circulated.

Carried

3. Disclosures of Interest

4. Staff Reports

4.1 2024 Operating (Levy) Budget, 2023-161

Moved By Councillor G. Bruno
Seconded By Councillor M. Bagu

That the Corporate Service Department, Financial Services Division, Report No. 2023-161 Subject: 2024 Operating (Levy) Budget, **BE RECEIVED**; and

That the working capital reserve be funded, up to the Reserve Fund policy target, as outlined in Report No. 2023-161; and

That the 2024 Operating (Levy) Budget as outlined in Report 2023-161, **BE APPROVED**.

Carried

4.2 2024 Proposed User Fees and Charges, 2023-162

Moved By Tim Hoyle
Seconded By Monique Aquilina

That Corporate Services Department Report 2023-162 **BE RECEIVED**;

That the 2024 Proposed User Fees and Charges schedules attached as Appendices A to S of Corporate Services Report 2023-162 **BE APPROVED**; and

That the draft by-law attached as Appendix T of Corporate Services Report 2023-162 be brought forward to Council for consideration.

Amendment:

Moved By Councillor G. Bruno
Seconded By Councillor R. Bodner

That Schedule O - Cemeteries of the City of Port Colborne be amended to eliminate the municipal taxpayer subsidy and be replaced with the full cost recovery model beginning January 1, 2024.

Carried

- 5. Correspondence Items**
- 6. Presentations**
- 7. Delegations**
- 8. Procedural Motions**
- 9. Information Items**
- 10. Adjournment**

Deputy Mayor Beauregard adjourned the meeting at approximately 9:15 p.m.

William C. Steele, Mayor

Saima Tufail, Acting City Clerk



Subject: 2024 Operating (Levy) Budget
To: Committee of the Whole - Budget
From: Corporate Services Department

Report Number: 2023-161

Meeting Date: October 18, 2023

Recommendation:

That the Corporate Service Department, Financial Services Division, Report No. 2023-161 Subject: 2024 Operating (Levy) Budget, **BE RECEIVED**; and

That the working capital reserve be funded, up to the Reserve Fund policy target, as outlined in Report No. 2023-161; and

That the 2024 Operating (Levy) Budget as outlined in Report 2023-161, **BE APPROVED**.

Purpose:

The purpose of this report is to present the proposed 2024 Operating (Levy) Budget to the Budget Committee of the Whole.

Background:

The 2024 Operating (Levy) Budget is presented in a similar fashion as the prior year Operating (Levy) Budget.

Financial Services would like to thank City staff from all departments for their leadership and support in developing this 2024 Operating (Levy) Budget.

Should the 2024 Operating (Levy) Budget be approved by the Budget Committee of the Whole on October 18, 2023, it will move forward to be ratified at the October 24, 2023, Council meeting.

Similar to the 2024 Capital and Related Project Budget, the 2024 Operating (Levy) Budget was developed through a process that requested Council and staff input. Staff have based their recommendations after considering:

- The City's established Vision/Mission/Values
- The Strategic Pillars identified in the City's Strategic Plan
- The following themes/focuses:
 - Environment and Climate Change
 - Welcoming, Livable, Healthy Community
 - Economic Prosperity
 - Increased Housing Options
 - Sustainable and Resilient Infrastructure
- Tactically considering where the City can support and drive competitive advantages:
 - People
 - Processes – getting to simple (moving towards)
 - Community – Connection
 - Location
- Service levels
- Growth – achieving economies of scale
- Impact of leading a reduction in the Infrastructure Deficit

The budget document should be read in conjunction with the 2024 Capital and Related Project Budget (Report 2023-160) presented to the Budget Committee of the Whole on September 20, 2023 and ratified by Council on September 26, 2023.

Discussion:

Financial Services highlights the budget is a plan to allocate resources in advance for the maximum benefit of City residents and stakeholders. It is a method to authorize revenue and expense authority. In preparing the 2024 Operating (Levy) Budget, certain assumptions and estimates are necessary. They are based on information available to staff at the time of preparing the budget. Actual results will vary although as regulated through the *Municipal Act*, a balanced budget is required.

Property Tax Impact

If the proposed 2024 Levy Budget is approved as presented the blended tax increase to the average residential property valued at \$213,407 would be 2.9% or \$102. The rate change is 57% related to the 2023 Capital and related Project Budget and 43% related to the Operating Budget.

The estimated impact provides for assessment growth of approximately 1.0%. This estimate has been based on the Municipal Property Assessment Corporation (MPAC) database. Should growth end the year higher or currently reported growth be adjusted lower the estimated impact to the same residential property noted above would increase or decrease.

Budget Summary

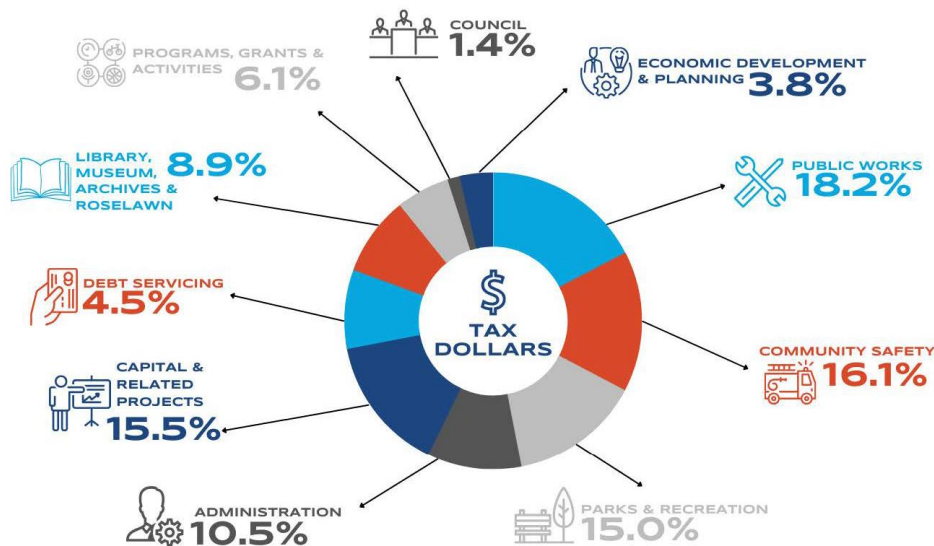
This budget was developed to maintain current service levels and continue to strengthen the City through a variety of initiatives, including those highlighted below.

The number of initiatives and actions that are funded within this budget is significant.

This year, like in prior years, each department had an opportunity to present their operations to Council through departmental updates. These started in March and continued through August. In addition to those presentations, staff from each department remain available and will be available at the upcoming budget meeting to respond to service level and related budget questions, if required. Staff encourage Council to reach out to department heads with any questions in advance, if possible.

The 2024 Operating (Levy) Budget as outlined in Appendix A – 2024 Operating (Levy) Budget Presentation and Appendix B – Levy Budget Appendices totals \$26,375,365.

In percentage terms, tax dollars support the following (as allocated in Appendix G):



On a year over year basis, it is notable to identify the amount of budget allocated to capital increased to 20% (15.5% + 4.5%) up from 17% in the prior year. This reflects Councils strategic commitment to sustainable and resilient infrastructure.

Some highlights of the budget include:

- An increase in the number of Physician grants from one to two and an increase in the grant available to \$100,000 from \$75,000.
- Funding of \$200,000 from \$21,000 to improve the City tree canopy from 32% to 40% per the forthcoming Urban Forest Management Plan.
- An investment of \$206,000 up from \$100,000 for Canal Days to improve on attractions and emergency preparedness.
- An investment of \$247,000 up from \$188,000 in our business community through the new Community Improvement Plan (CIP). Representing 1% of the Levy.
- Support community events, including the community concert series with an \$82,000 investment equally 1/3 of % of the Levy. This us up from \$54,000 in the prior year.
- Introduce a new discounted rain barrel program in addition to the low flow toilette rebate program.
- 57% of the tax impact supports the Capital and Related Project Budget.
- No new debt is proposed in the Operating (Levy) budget. Levy debt will be paid down by \$590,000 to \$14,240,000.

Some significant budget pressures included in the 2024 Operating (Levy) Budget are:

- Insurance cost pressures have been experienced at the City like other municipalities. The estimated impact on the budget is \$117,700. Staff identify the insurance market continues to be defined as difficult/“hard”. A public procurement process is currently underway. Staff will prepare a report to Council with respect to its outcome before year end.
- Contract service which are driven by service levels and need. These include ditching, grass mowing, pavement marketings, tree canopy and plant maintenance and snow ploughing are budgeted to increase \$241,200.

The cost impact of the budget highlights and budget pressures were partially offset by a reduction in the full-time equivalent (FTE) employee count of 3.2, negotiated changes in fire post-retirement benefit, allocating interest to drain construction projects and changes in the City’s phone system.

Other salient changes include:

- The cost allocation project that followed the methodology of the Financial Information Return (FIR) is now complete. This year remaining cost centres were allocated to departments. Examples of cost centres include Council, CAO and Corporate Services. These allocations help inform full cost recovery fee levels in operations such as Planning and Building.
- The Levy budget, which includes funding for the Capital and Related Project Budget, now has all capital funding flowing through the central capital cost centre (Capital – Non-Debt Funding). Specifically, facility capital is no longer flowing through the Museum, Archives and Roselawn or the Library cost centres. In the future this will remove yearly funding swings from their cost centres and allow users to better identify on-going operational decisions year to year like other City departments.

2023 Forecast

The City is forecasting a year end surplus of \$123,982. This surplus is identified in Appendix A on page 22 and in the various appendices attached to this report. In preparing this forecast, as with this budget, certain assumptions and estimates are necessary. This forecast is based on information available to Staff at the time. Actual results will vary.

This surplus is net of the recommended transfer to the working capital reserve funds to maintain the Reserve Fund policy target which is 10% of the Levy. This represents a reserve fund transfer of \$150,700

At the time of writing this report Staff anticipate recommending any remaining surplus at year-end also be transferred to the general tangible capital asset (infrastructure) reserve in recognition of the infrastructure deficit and projects requiring Council consideration in 2024 as outlined in the 2024 Capital and Related Project Budget.

Risks to the Operating (Levy) Budget

Actual events and results can be substantially different from what is expected or implied as a result of risk, uncertainties, and other factors, many of which are beyond the control of Council and Staff, including, but not limited to:

- Changes to legislation, including rules and regulation
- Decisions of other levels of government
 - i.e. Ministry of the Environment, Conservation and Parks
 - i.e. the Bereavement Authority of Ontario

- Unforeseen and/or unplanned environmental considerations related to approved projects
- Economic weakness or other unforeseen factors impacting changes in past patterns of facility and service usage and/or goods purchased by users and customers
- Inflation advancing more than anticipated
- Interest rates declining which impact investment income and related reserve transfers
- Unexpected changes or usage in infrastructure
- Unbudgeted and/or unexpected changes in needs or wants of residents resulting in Council approved changes in service levels or goods and service offerings
- A resurgence in COVID-19 or other epidemics, pandemics, or other public health crisis event
- Weather conditions that impact operations, including community events

Looking Forward

As identified on many occasions, “everyday is budget day” in a municipality. Corporate Services continues to identify continuous improvement is a process. Looking forward to 2024, staff identify the following activities that will help determine the financial outcomes of the City going into the 2025 budget process:

- In the process of the City’s insurance tendering as the time of writing this presentation.
- Reviewing the application of the Municipal Accommodation Tax (MAT)
- Perform service level reviews (Transportation, Parks, and Arena)
- Finalize reviewing fees (specifically non-full cost recovery fees)
- Continue to work on Key Performance Indicators (KPIs) and related benchmarks, where applicable
- Complete the Infrastructure Needs Assessment and Non-Linear Asset Management Plan to support future capital and related project budgets
- Update the development charges by-law so growth pays for growth

- Working on a multi-year operating forecast (anticipated T1 reporting time [June 2024])
-

Internal Consultations:

As sated, Financial Services would like to thank City staff from all departments for their leadership and support in developing this 2024 Operating (Levy) Budget.

Financial Implications:

Financial Services identifies the proposed 2024 Operating (Levy) Budget is a staff recommendation that Council can adjust, if required.

Public Engagement:

The 2024 Operating (Levy) Budget was published on the City's website on October 4, 2023, through the agenda process. The 2024 Capital and Related Project budget will be considered by the Budget Committee the Whole on October 18, 2023, and, if approved by Committee of the Whole, Council on October 24, 2023.

Following the budget process, staff will continue to review service levels and operations. Should changes be requested or sought, staff will seek input and where necessary approval from Council.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Environment and Climate Change
 - Welcoming, Livable, Healthy Community
 - Economic Prosperity
 - Increased Housing Options
 - Sustainable and Resilient Infrastructure
-

Conclusion:

Staff recommend that the Committee of the Whole recommend approval of the 2024 Operating (Levy) Budget as outlined in this report and the various appendices.

Appendices:

- a. Appendix A – 2024 Operating (Levy) Budget Presentation
- b. Appendix B – Levy and Self Sustaining Entities (SSE) Summary
- c. Appendix C – Divisional Summary and Detail
- d. Appendix D – Self Sustaining Entities (SSE) Divisional Summary
- e. Appendix E - Facilities Detail and Appendix F - Transportation & Parks Detail
- f. Appendix G - Tax Allocation

Respectfully submitted,

Bryan Boles, CPA, CA, MBA
Director of Corporate Services/Treasurer
(905) 835-2900 Ext. 105
Bryan.Boles@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.

2024 Operating (Levy) Budget

Budget Committee of the Whole: October 18, 2023



2024 Operating (Levy) Budget

In preparing the **2024 Operating (Levy) Budget and 2023 Operating (Levy) Forecast**, certain assumptions and estimates are necessary.

They are based on information available to staff at the time.

Actual results will vary although, as regulated through the Municipal Act, **a balanced budget is required.**



Agenda

- 1 2024 Budget Summary
- 2 City Fundamentals
- 3 Budget Details
- 4 Thank You

Agenda

1 2024 Budget Summary

2 City Fundamentals

3 Budget Details

4 Thank You

- Recommendation
- Vision, Mission & Corporate Values
- Alignment with the Strategic Plan
- Budget Highlights
- Process
- Tax (levy) impacts
- Tax and rate comparisons
- Risks to the budget

Recommendation

That the Corporate Service Department, Financial Services Division, Report No. 2023-161 Subject: 2024 Operating (Levy) Budget, **BE RECEIVED**; And

That the working capital reserve be funded, up to the Reserve Fund policy target, as outlined in Report No. 2023-161; And

That the 2024 Operating (Levy) Budget as outlined in Report 2023-161, **BE APPROVED**.



Vision, Mission & Corporate Values

Vision Statement:

A healthy and vibrant waterfront community embracing growth for future generations.

Mission Statement:

To provide an exceptional small-town experience in a big way.

Corporate Values

- **Integrity** – We interact with others ethically and honourably
- **Respect** – We treat each other with empathy and understanding
- **Inclusion** – We welcome everyone
- **Responsibility** – We make tomorrow better
- **Collaboration** – We are better together



Alignment with the Strategic Plan



**Environment
& Climate
Change**



**Welcoming,
Livable &
Healthy
Community**



**Economic
Prosperity**



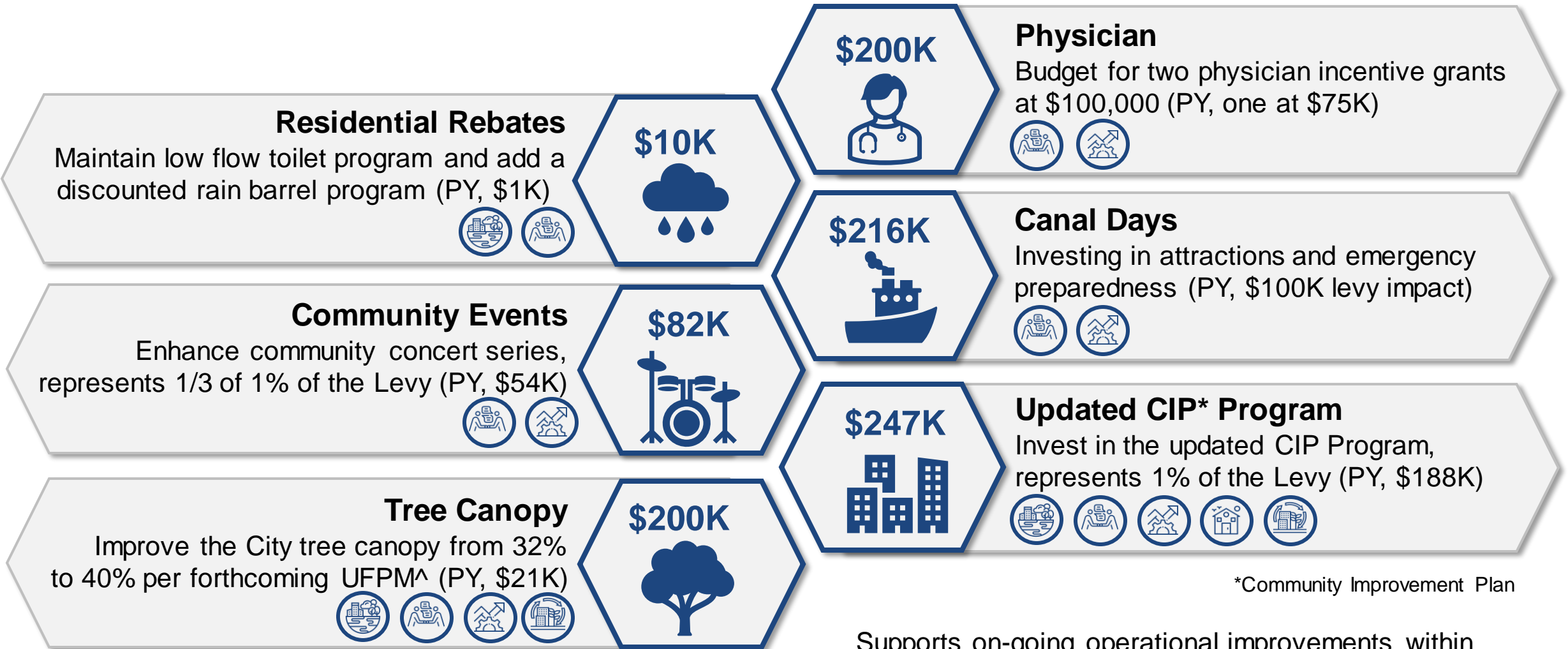
**Increased
Housing
Options**



**Sustainable
& Resilient
Infrastructure**

PEOPLE  **SIMPLE**  **VALUE**  **CUSTOMER**

Budget Highlights



*Community Improvement Plan

Supports on-going operational improvements within departments (see departmental presentations)

^Urban forest management plan, target already set in Strategic Plan

Tax (Levy) Impacts

Levy Impacts



For an average residential property
valued at \$213,407

Blended is **=** **\$102**
2.9% **Yearly**

after assessment
growth (estimated 1%)

57% related to Capital and
Related Project Budget

43% related to Operating
Budget

Process

Developed through a process that obtained input from both Council and Staff

| Current Value Assessment | Capital | Levy | Rate |
|-------------------------------|--------------------|--------------------|--------------------|
| Submissions to Finance | June 31, 2023 | June 31, 2023 | September 29, 2023 |
| Staff Review | August 10, 2023 | September 13, 2023 | November 1, 2023 |
| Budget Committee Package | September 6, 2023 | October 4, 2023 | November 8, 2023 |
| Budget Committee of the Whole | September 20, 2023 | October 18, 2023 | November 22, 2023 |
| Council Approval | September 26, 2023 | October 24, 2023 | November 28, 2023 |

Comparison: Property Taxes

| | CVA | Niagara Region | City | Education | Total | |
|---|-----------|----------------|---------|-----------|---------|------------------|
| City of Port Colborne (ALL) | \$213,407 | \$1,630 | \$2,193 | \$327 | \$4,150 | + Storm \$139.76 |
| Average | | | | | | |
| City of Port Colborne (Standard) | \$199,897 | \$1,527 | \$2,055 | \$306 | \$3,887 | + Storm \$139.76 |
| Weight Average Local Area Municipality (LAMs) | \$297,431 | \$2,272 | \$1,783 | \$455 | \$4,510 | |
| Median | | | | | | |
| City of Port Colborne (Standard) | \$179,000 | \$1,367 | \$1,840 | \$274 | \$3,481 | + Storm \$139.76 |
| Weight Average Local Area Municipality (LAMs) | \$274,053 | \$2,096 | \$1,640 | \$420 | \$4,156 | |

Driven by assessment

Full-time fire department vs. volunteer; and Focus on capital (17% of levy in 2023)

Comparison: Water and Wastewater Rates

| | Avg. Usage | Water | Wastewater | Total |
|-----------------------------|------------|-------|------------|---------|
| City of Port Colborne (ALL) | 188 m3 | 676 | 1002 | \$1,678 |
| Next Closest LAM | 188 m3 | 601 | \$974 | \$1,575 |
| Average LAM | 188 m3 | 564 | \$711 | \$1,275 |

} \$103 (between City of Port Colborne and Next Closest LAM)
} \$403 (between City of Port Colborne and Average LAM)

Wastewater differential is driven by inflow and infiltration



Comparison: Total Cost

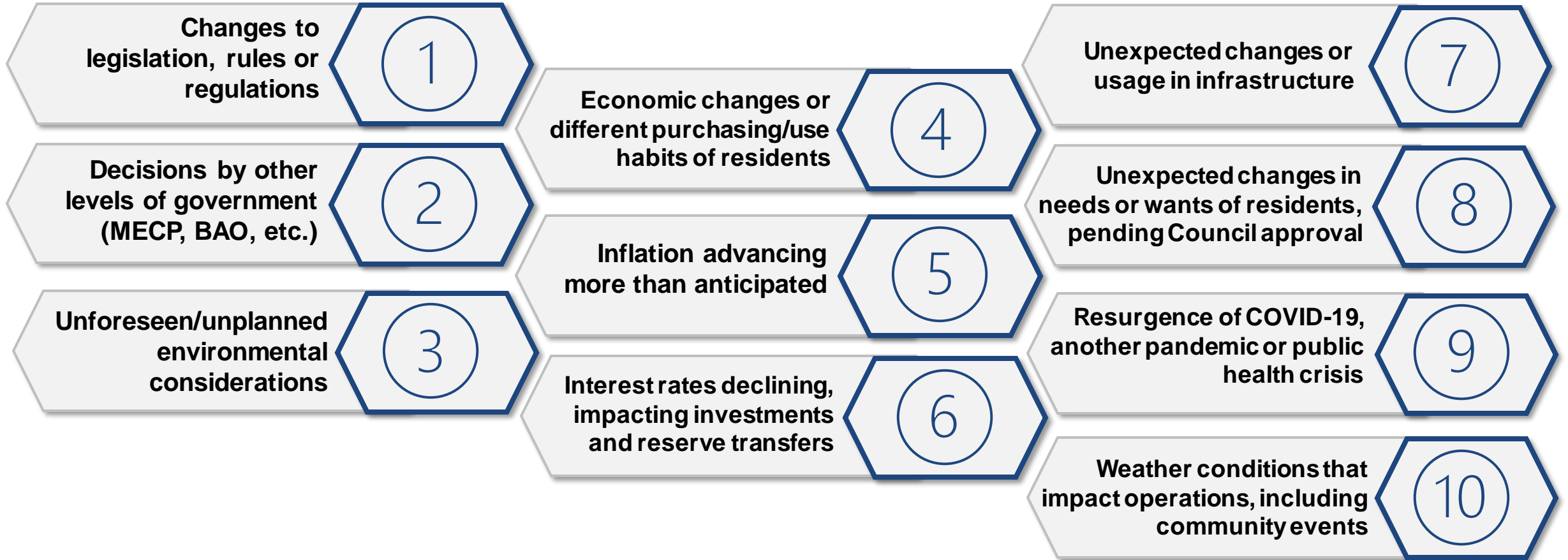
| CVA | Port Colborne | Local Area Municipalities | Delta |
|----------------------|---------------|---------------------------|-------|
| Property Tax | 3,887 | 4,510 | (623) |
| Storm Sewer | 140 | Included in above | 140 |
| Subtotal | 4,027 | 4,510 | (483) |
| Water and Wastewater | 1,678 | 1,275 | 403 |
| Total | 5,705 | 5,785 | (80) |

Net “all-in” average household cost is slightly below average



Risks to the Budget

Actual events and results can be substantially different from what is expected or implied as a result of risk, uncertainties, and other factors, many of which are beyond our control, including, but not limited to:



Agenda

1 2024 Budget Summary

2 City Fundamentals

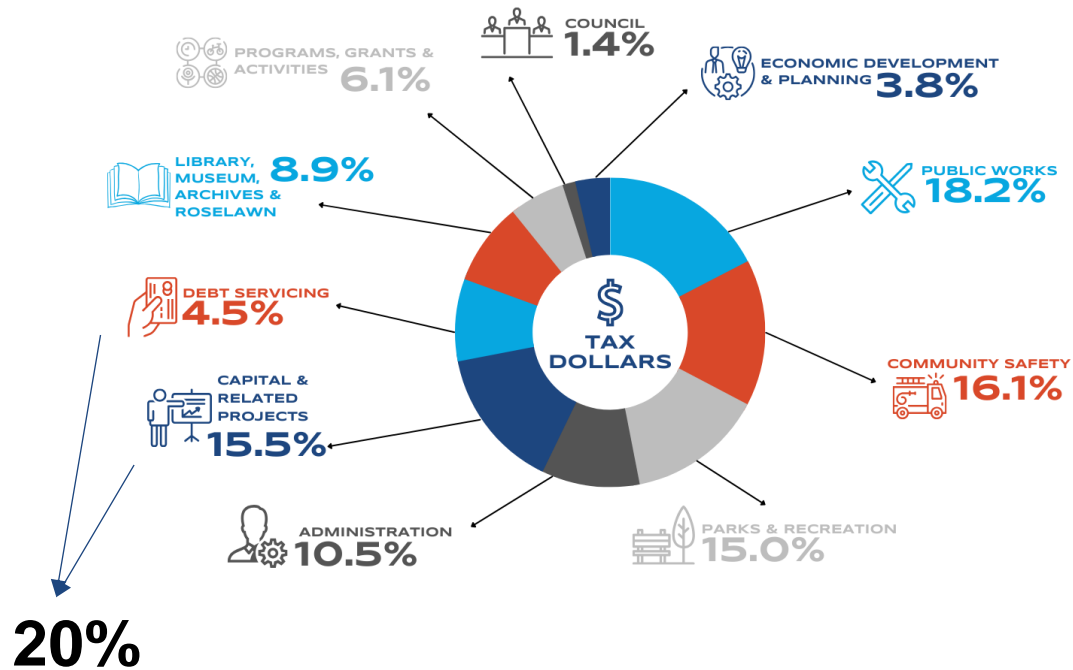
3 Budget Details

4 Thank You

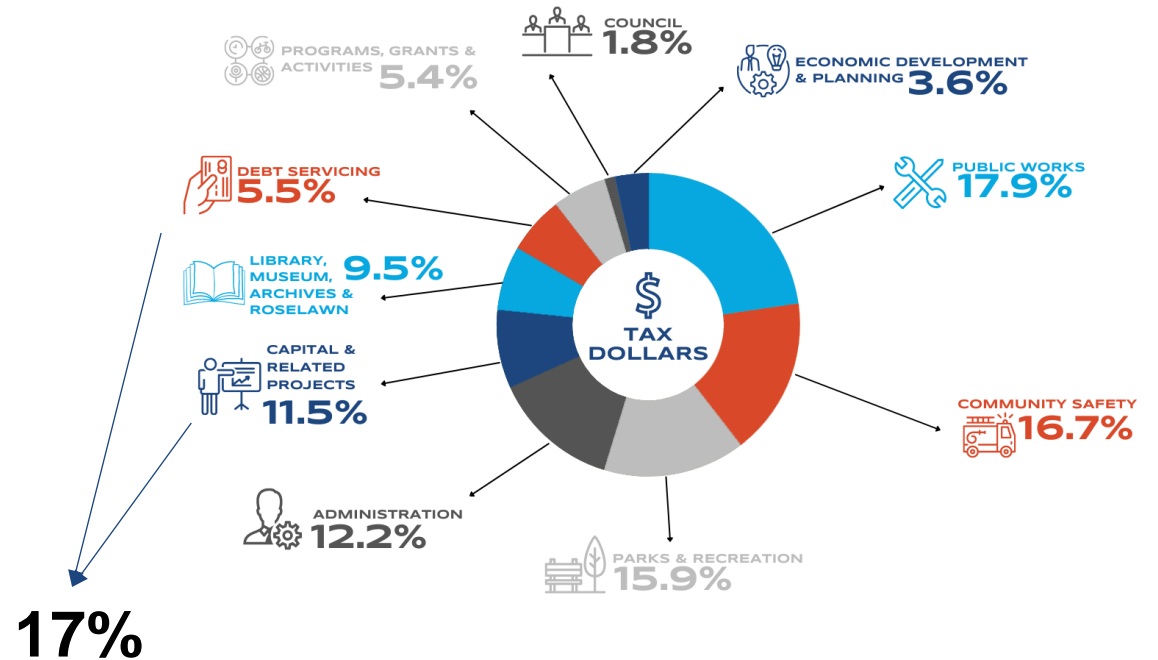
- What tax dollars support ...
- City growth projections
- 2023 Forecast
- Debt outlook
- Reserves

What tax dollars support ...

2024



2023



City Growth Projections

Capacity for residential development



=

Development pipeline



+

Vacant land potential



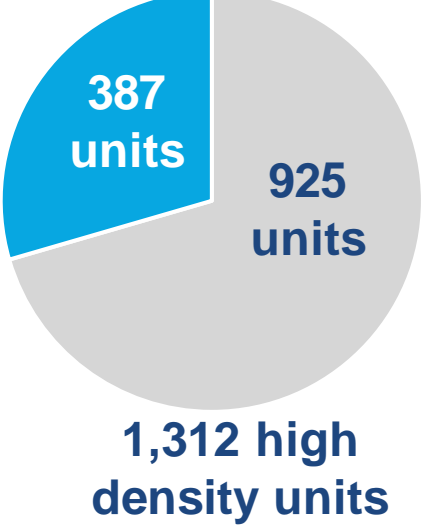
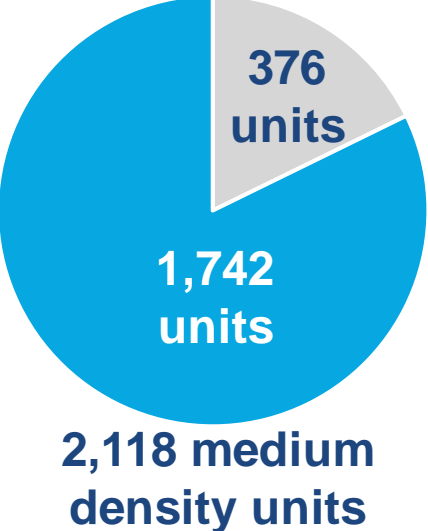
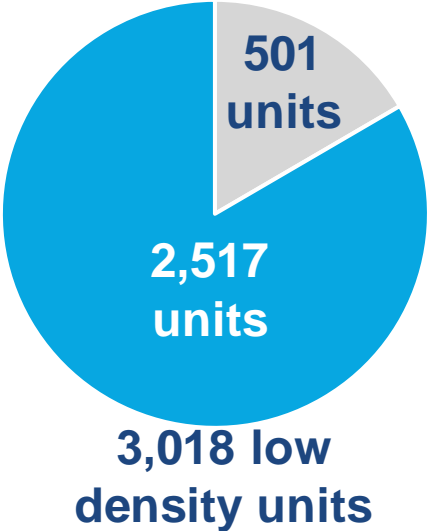
+

Intensification



Breakdown of 6,448 units by Policy Area:

DGA
BUA



DGA = Designated Greenfield Areas
BUA = Built up Areas



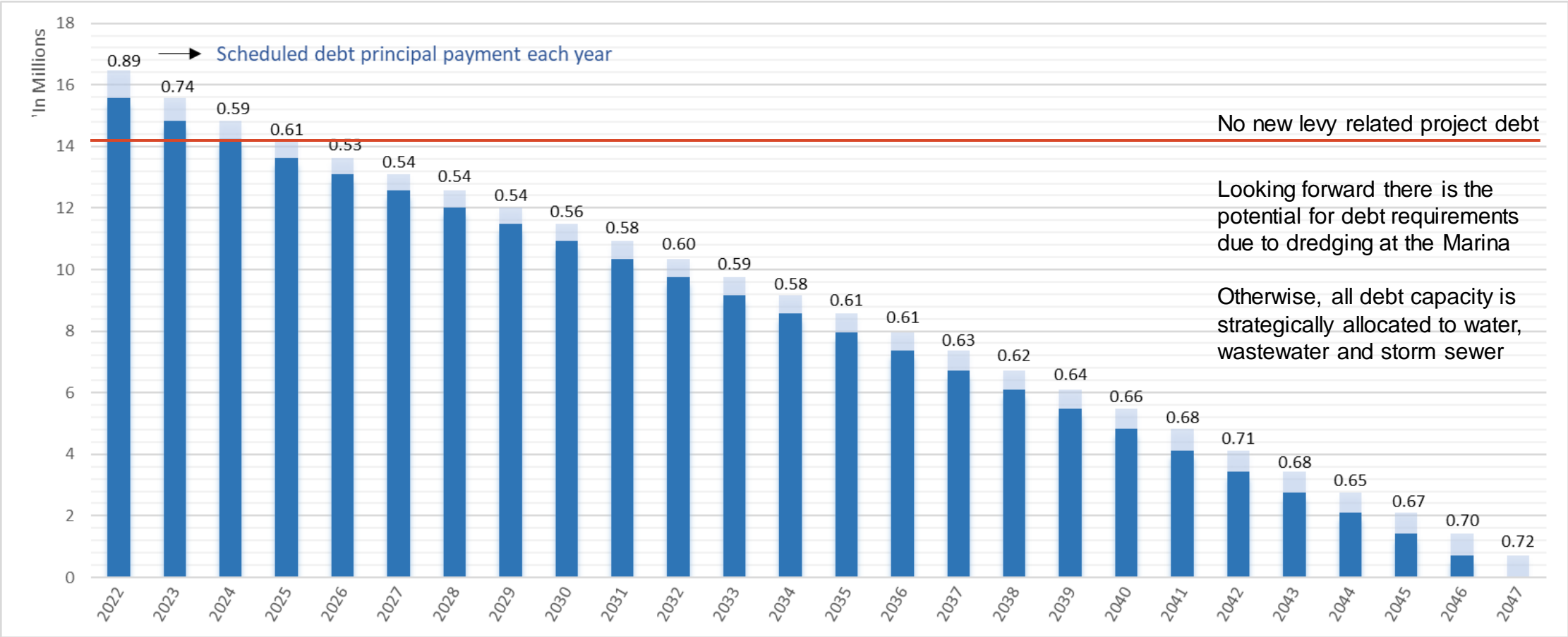
2023 Forecast

| | Budget | | Forecast | Change from Budget | | Change from Forecast | |
|--------------------------------------|-------------|-------------|----------------|--------------------|---------|----------------------|-----------------|
| | 2024 | 2023 | 2023 | \$ | % | \$ | % |
| Revenue | 36,375,365 | 34,072,299 | 35,138,569 | 2,303,066 | 6.8% | 1,236,796 | 3.5% |
| Personnel Expenses | 16,704,500 | 16,146,500 | 16,087,015 | 558,000 | 3.5% | 617,485 | 3.8% |
| Operating Expenses | 15,051,480 | 13,678,171 | 14,891,236 | 1,373,309 | 10.0% | 160,244 | 1.1% |
| Total Expenses | 31,755,980 | 29,824,671 | 30,978,251 | 1,931,309 | 6.5% | 777,729 | 2.5% |
| Surplus/(Deficit) Before Allocations | 4,619,385 | 4,247,628 | 4,160,318 | 371,757 | 8.8% | 459,067 | 11.0% |
| Allocations (to)/from Departments | - | - | - | - | - | - | - |
| Surplus/(Deficit) After Allocations | 4,619,385 | 4,247,628 | 4,160,318 | 371,757 | 8.8% | 459,067 | 11.0% |
| Transfer to/(from) Capital | 6,168,881 | 7,054,300 | 7,069,300 | (885,419) | (12.6%) | (900,419) | (12.7%) |
| Transfer to/(from) Reserves | 1,821,538 | 890,578 | 575,915 | 930,960 | 104.5% | 1,245,623 | 216.3% |
| Transfer to/(from) Rates/Library | (3,371,034) | (3,697,250) | (3,608,879) | 326,216 | (8.8%) | 237,845 | (6.6%) |
| Surplus/(Deficit) | - | - | 123,982 | - | - | (123,982) | (100.0%) |



IE realized ... potential to fund Infrastructure Reserve

Current Debt Position - Levy



Reserves

| | 2022 Year-End Reserve Balance | 2023 Forecasted Year-End Reserve Balance | 2024 Budgeted Reserve Transfer | 2024 Forecasted Reserve Balance |
|---------------------------------------|-------------------------------|--|--------------------------------|---------------------------------|
| Total Boards and Committees Reserves | 442,593 | 445,108 | - | 445,108 |
| Total Programs, Grants and Activities | 910,030 | 869,030 | 23,500 | 892,530 |
| Total Self-Sustaining Entities | (395,059) | (678,150) | 94,838 | (583,312) |
| Total General Government | 8,799,534 | 8,824,674 | 478,700 | 9,303,374 |
| Total Capital Reserve | 8,084,948 | 5,525,988 | 2,449,800 | 7,975,788 |
| Total Reserves | 17,842,047 | 14,986,651 | 3,046,838 | 18,033,489 |

Agenda

1 2024 Budget Summary

2 City Fundamentals

3 Budget Details

4 Thank You

- Levy Summary
- Revenue
- Personnel
- Operating
- Transfers to Capital, Reserves, Entities
- Levy summary – by department
- PGA, BC, Department, SSEs
- Looking Forward

Levy Summary

| | Budget | | Forecast | Change from Budget | | Change from Forecast | |
|--------------------------------------|-------------|-------------|----------------|--------------------|----------|----------------------|-----------------|
| | 2024 | 2023 | 2023 | \$ | % | \$ | % |
| Revenue | 36,375,365 | 34,072,299 | 35,138,569 | 2,303,066 | 6.8% | 1,236,796 | 3.5% |
| Personnel Expenses | 16,704,500 | 16,146,500 | 16,087,015 | 558,000 | 3.5% | 617,485 | 3.8% |
| Operating Expenses | 15,051,480 | 13,678,171 | 14,891,236 | 1,373,309 | 10.0% | 160,244 | 1.1% |
| Total Expenses | 31,755,980 | 29,824,671 | 30,978,251 | 1,931,309 | 6.5% | 777,729 | 2.5% |
| Surplus/(Deficit) Before Allocations | 4,619,385 | 4,247,628 | 4,160,318 | 371,757 | 8.8% | 459,067 | 11.0% |
| Allocations (to)/from Departments | - | - | - | - | - | - | - |
| Surplus/(Deficit) After Allocations | 4,619,385 | 4,247,628 | 4,160,318 | 371,757 | 8.8% | 459,067 | 11.0% |
| Transfer to/(from) Capital | 6,168,881 | 7,054,300 | 7,069,300 | (885,419) | (12.6%) | (900,419) | (12.7%) |
| Transfer to/(from) Reserves | 1,821,538 | 890,578 | 575,915 | 930,960 | 104.5% | 1,245,623 | 216.3% |
| Transfer to/(from) Rates/Library | (3,371,034) | (3,697,250) | (3,608,879) | 326,216 | (8.8%) | 237,845 | (6.6%) |
| Surplus/(Deficit) | - | - | 123,982 | - | - | (123,982) | (100.0%) |

Revenue

Some Salient Changes from Prior Year Budget

| Item | Change | Comments |
|----------------------|-----------|--|
| | \$ | |
| Sponsorship | 80,500 | Adjusting sponsorship strategy with Canal Days |
| Investment income | 271,418 | Result of interest rates rising and implementation of interest on drain construction costs |
| Licenses and Permits | 296,332 | Adjusted building department fees and activity. Inflation adjusted fees are included in the user fee by-law proposed. A supplemental fee update will follow in early 2024 to fund new building department capacity |
| Fees | 155,000 | Primarily adjusted planning department fees and activity. |
| Property Taxes | 1,507,120 | Blended tax rate is estimated at 2.9% or \$102 after accounting for assessment growth |

Personnel

| Levy | Budget 2024 | | | Budget 2023 | | |
|---|--------------|---------------|-------------------------|--------------|---------------|-------------------------|
| | FTE | FTE x-student | Regular Scheduled Hours | FTE | FTE x-student | Regular Scheduled Hours |
| CAO | 2.0 | 2.0 | 3,640 | 2.0 | 2.0 | 3,640 |
| Strategic Planning & Economic Development | 2.3 | 2.0 | 4,270 | 2.3 | 2.0 | 4,270 |
| Marketing & Communications | 3.7 | 3.0 | 6,720 | 2.7 | 2.0 | 4,900 |
| Tourism & Events | 3.0 | 2.0 | 4,900 | 3.3 | 2.0 | 5,985 |
| Corporate Services | 27.4 | 25.0 | 50,540 | 27.4 | 26.1 | 49,840 |
| Recreation | 13.5 | 8.8 | 25,252 | 16.6 | 10.7 | 29,252 |
| Council | 9.0 | 9.0 | ∞ | 9.0 | 9.0 | ∞ |
| Crossing Guards | 8.4 | 8.4 | 14,580 | 9.3 | 9.3 | 16,990 |
| Community Safety | 20.1 | 19.8 | 41,372 | 20.8 | 20.8 | 42,562 |
| Museum & Cultural Programming | 8.9 | 8.2 | 16,250 | 8.9 | 8.3 | 16,250 |
| Planning & Building | 10.7 | 10.0 | 19,460 | 8.4 | 8.0 | 15,190 |
| Public Works | 56.4 | 49.8 | 114,340 | 58.0 | 50.7 | 117,933 |
| Total | 165.6 | 148.1 | 301,324 | 168.8 | 150.9 | 306,812 |

| | | | |
|-------------|-------|-------|---------|
| Budget 2023 | 168.8 | 150.9 | 306,812 |
|-------------|-------|-------|---------|

| | | | |
|------------------------------|--------------|--------------|----------------|
| Year over Year Change | (3.2) | (2.8) | (5,488) |
|------------------------------|--------------|--------------|----------------|

FTE = Full-time equivalent employee.

The table above has been adjusted to remove the Library recognizing they are a separate entity. This budget includes a budget allocation to the Library to fund the same staff compliment as 2023 represented by 8.71 FTE equating to 15,860 hours.

Personnel

Some Salient Changes from Prior Year Budget

- Salary & Wages - \$570,400 or 4.7%
 - Negotiated and approved wages, contracts, and changes in positions
- Benefits – (\$12,400) or (0.3%)
 - Function of benefit usage and savings from long term disability (new provider) and employee future benefit work
 - Offset by increases in Canada pension plan (10.5%), employment insurance (10.3%), employer health tax, health and dental (note dental 30.5%), Ontario Municipal Employees Retirement System (OMERS) and Workplace Safety & Insurance Board (WSIB)

Operating Expenses

Some Salient Changes from Prior Year Budget

| Item | Change | Comments |
|------------------------|---------|--|
| | \$ | |
| Computer Software | 94,000 | Primarily related to new ERP software |
| Contract Services | 241,200 | Ditching, grass moving, pavement markings, tree canopy and plant maintenance, and snow ploughing |
| Cost of Borrowing, Net | 478,800 | Related to wastewater project (funding to come from wastewater budget) |
| Grants and Sponsorship | 157,300 | Physican Recruitment and Community Improvement Program (CIP) |
| Insurance | 117,627 | At the time of preparing this presentation the contract is out for a request for proposal (RFP) |
| R&M (Grouped) | 295,775 | Primarily tree canopy initiative but includes vehicle, roads and parks repair and maintenance |

When going through the budget readers will see contract service and repair and maintenance (R&M) accounts of public works experienced some re-grouping to help those units track costs based on activities performed. Appendix E and F of the budget report highlight contract services and repair and maintenance accounts in detail.

Transfer to Capital and Related Projects

Components of Transfer to Capital and Related Project Accounts

| Capital and Related Project Funding | \$ |
|---------------------------------------|------------------|
| Aggregate Resource Trust | 150,255 |
| Canada Community Building Fund | 580,577 |
| Ontario Community Infrastructure Fund | 1,035,940 |
| Reserve Transfers (to)/from * | (320,100) |
| Rate Transfers (to)/from ^ | 896,700 |
| Levy | 3,825,509 |
| Total | 6,168,881 |

* To Facilities \$306,000; Library Building \$97,500; Cemetery \$53,100 and From Building \$110,000; Roselawn Building \$26,500

^ From Water \$302,000; Wastewater \$568,700; Storm \$26,000

Transfer to/from Reserves

Components of to/from Reserves

| Reserve Transfers | \$ | Comments |
|---|------------------|--|
| Municipal Election | 50,000 | On-going practice to put funds away each year for the next election |
| Marina | 51,738 | Funds to support future capital and/or contingency requirements |
| Drains | 85,000 | On-going practice to fund City portion of drain projects |
| Marina Loan Repayment | 100,000 | On track for the current internal loan to be repaid by the end of 2029 |
| Contingency Reserve | 150,700 | In accordance with the Reserve Policy |
| Interest on Reserves | 436,000 | Transfers interest earned on reserves to reserves |
| Employee Future Benefits | 628,000 | Funds post-retirement benefits negotiated through collective agreements, presumptive cancer legislative requirements and workplace injury claims |
| Subtotal Operating Reserve Transfer | 1,501,438 | |
| Capital and Related Project Reserve Transfers | 320,100 | From previous slide |
| Total Reserve Transfer | 1,821,538 | |

Levy Summary – by Department

Departmental Net Budgets

| | Budget | | Forecast | Change from Budget | |
|---------------------------------------|-------------|-------------|----------------|--------------------|---------|
| | 2024 | 2023 | 2023 | \$ | % |
| Global | 21,936,047 | 21,395,623 | 21,494,824 | 540,424 | 2.5% |
| Programs, Grants and Activities (PGA) | (1,683,410) | (1,416,062) | (1,426,488) | (267,348) | 18.9% |
| Boards and Committees | (2,188,357) | (2,200,478) | (2,239,727) | 12,121 | (0.6%) |
| Council | (402,024) | (464,888) | (457,327) | 62,864 | (13.5%) |
| CAO | (818,997) | (1,044,847) | (1,142,862) | 225,850 | (21.6%) |
| Corporate Services | (2,614,086) | (2,587,447) | (2,409,352) | (26,639) | 1.0% |
| Recreation | (2,032,820) | (2,013,481) | (1,908,773) | (19,339) | 1.0% |
| Planning & Building | (555,717) | (485,026) | (603,806) | (70,691) | 14.6% |
| Community Safety | (4,459,943) | (4,364,958) | (4,406,527) | (94,985) | 2.2% |
| Public Works | (7,180,693) | (6,818,436) | (6,775,979) | (362,257) | 5.3% |
| | - | - | 123,983 | - | |

Department
Net
Increase:
\$285,197

Transfer to/from Rate and Related Entities

Components of to/from Rate and Related Entities

| Rate and Related Entity Transfers | \$ |
|---|--------------------|
| Library: Operating cost of the Library (excluding capital facility costs) | 1,011,677 |
| Library: Corporate Services | (83,800) |
| Library: Facilities, insurance, shared systems | (136,277) |
| Subtotal Library Transfer | 791,600 |
| NSCTA: Operations | 92,000 |
| NSCTA: Tourism | (62,000) |
| Subtotal NSCTA Transfer | 30,000 |
| Rate: Capital | (896,700) |
| Rate: Borrowing costs | (1,546,000) |
| Rate: Departmental services | (1,312,399) |
| Rate: Facilities, insurance, shared systems | (437,535) |
| Subtotal Rates Transfer | (4,192,634) |
| Total Transfers | (3,371,034) |

Programs, Grants, and Activities (PGA)

Some Salient Changes from Prior Year Budget

- Canal Days \$116,000
 - Investing in attractions and emergency preparedness, total Canal Days budget represents $\approx 0.87\%$ of the Levy (Approximately \$20 per average house)
- Community Events \$28,000
 - Enhance community concert series, represents 1/3 of 1% of the Levy
- Community Improvement Program (CIP) \$59,000
 - Total available increased to \$247,000 for CIP, represents 1% of the Levy
- Grant commitments (\$26,600)
 - Recreational Committee - Bethel - \$10,000 from \$8,300
 - Recreational Committee - Sherkston - \$10,000 from \$8,300
 - French Golden Age Centre - \$10,000
 - Port Colborne Social & Recreation Center - \$10,000
 - Other Groups - \$2,000
 - Grant Committee - \$43,200
 - Hospice Niagara (Commitment of \$90,000 over 3 years completed in 2023)
 - Pathstone - \$20,000
 - Memory Clinic - \$3,000
- Physician Recruitment \$100,000
 - Increase budget to accommodate two Physicians and increase the incentive from \$75,000 to \$100,000
- Residential Rebates \$9,000
 - Maintain low flow toilette program and add a discounted rain barrel program

Total PGA Budget

\$1,683,410

| | |
|---------------------------|-----------------------|
| Airport | Outdoor Vendors |
| Animal Control | Physician Recruitment |
| Canal Days | Residential Rebates |
| Community EV Charging | Lighthouse |
| CIP Incentives | SportsFest |
| Community Events | |
| Community Grants | |
| Crossing Guards | |
| Fishing Tournament Grants | |
| Goderich Elevator | |
| Municipal Election | |



Boards and Committees

Some Salient Changes from Prior Year Budget

- Capital related to facilities now flows through City capital and not through the Museum, Archives and Roselawn or the Library.
- Allocations between the Boards and Committees has been adjusted:
 - Notably Financial, Human Resources and Information Technology support (est. \$83,800 is allocated to the Library)
- Adjusting for capital and allocation changes Board and Committee budgets changed as follows:
 - Library, \$9,500
 - Niagara South Coast, \$7000
 - Committees, \$8000
 - The total Committees budget is represented by:
 - \$10,000 for accessibility committee partnership
 - \$5,000 for administrative functions
 - Museum, Archives, Roselawn, \$122,000
 - Report 2023-180 - Museum & Culture Progress and Staff Report (September 12, 2023)
 - Report recommendation has been incorporated into the 2024 Operating (Levy) Budget.
 - No new increase in headcount
 - Aligns compensation to City compensation program
 - Port Colborne Public Library Board Memorandum – 2024 Budget Presentation (September 12, 2023)
 - Library budget request has been incorporated, except for \$63,200 for a shared assistant management position with the City of Thorold.

Total Boards and Committees

\$2,188,357

Library

Archives

Museum

Roselawn

Niagara South Coast

Committees (includes Council committees excluding Property Standards which is budgeted under Planning)



Boards and Committees

Library

- City budget relationship with the Library
 - Council appoints Library Board Members.
 - Council approves a funding envelope (funded by the Levy) to the Library Board
 - This 2024 Operating (Levy) budget incorporates the Library Board requests, except for an additional \$63,200 that the Library Board requested for a shared assistant management position.
 - The position was identified in the Port Colborne Public Library Board Memorandum – 2024 Budget Presentation (September 12, 2023).
 - The proposed budget envelope is \$1,011,677.
 - This includes allocations such as shared service support and facility costs (non-capital).
 - The net allocation is \$791,600.
 - The Library Board has expressed their appreciation for the shared services of finance, human resources, information technology and facilities with the City in the past.
 - The individuals that support these shared services understand the goal of the Library Board with the shared assistant management position and look forward to working with the Library Board in achieving their goals while upholding the collective agreement.



Departments

Some Salient Changes from Prior Year Budget

- Net Departmental budget increases are \$285,197 on the levy
- This was made possible as a result of organizational changes that were done in consultation with Council.
- The budget increase can be attributed to repairs and maintenance expenses as noted when discussing operational expenses earlier. They increase \$295,775 with the main drivers being the tree canopy initiative but also includes auto to roads and parks.

Total Departments

\$18,064,280

Council
CAO
Corporate Services
Recreation
Planning & Building
Community Safety
Public Works

Departmental User Fees

Some Salient Changes from Prior Year Budget

- Building user fees on Council approved user fee framework
- User Fee Report #2023-162 highlights changes.
- Financial Services has concentrated on reviewing the largest user fees and cost recovery and will focus on other areas going into 2024.
- Structural changes in the operations of Planning and Building will necessitate a new review of their user fees.
 - Presently they have been increased by inflation
 - Expect a new report early 2024
- Change to ice rental and cemetery fees discussed in future slides in this slide presentation
- Marina user fees were approved in July by Council
- Beach user fees discussed in a future slide in this slide presentation

Departmental User Fees

Summary of User Fees to Framework

| | Model | Comments | Model Reviewed by Finance |
|---|---------|-------------------------------|---------------------------|
| Engineering and Operations | 1 | | 2024 |
| Dog Licensing | 2 | | 2024 |
| Fire and Emergency | 2 | | 2024 |
| Vale Health and Wellness Centre | 2, 3 | (slide 38) | Yes |
| Parks and Pavilions | 2 | | 2024 |
| Playing Fields and Sports Courts | 2 | | 2024 |
| Beaches | 1, 3 | | Yes |
| Roselawn Centre | 2, 3 | | 2024 |
| Sugarloaf Marina | 1, 3 | Approved July 18, 2023 | Yes |
| Procedures for Tax Registration and Tax Sales | 1 | | Yes |
| Corporate Services | 1 | | Yes |
| Port Colborne Historical and Marina Museum | 2, 3 | | 2024 |
| L.R. Wilison Heritage Research Archives | 2, 3 | | 2024 |
| By-Law Enforcement | 2 | | 2024 |
| Cemeteries of the City of Port Colborne | 1, 2, 3 | (slide 39-40) | Yes |
| Planning and Development | 1 | Will be updated in Early 2024 | Yes |
| Maintenance & Occupancy of Property (Property Standards By-Law) | 1 | | 2024 |
| Permits for Construction, Demolition, Occupancy and Change of User, Transfer of Permits and Inspections | 1 | | 2024 |

Model 1 – Full Cost Recovery; Model 2 – Subsidized (Partial cost recovery); Model 3 - Differentiated



Departmental User Fees

Changes are recommended to provide clarity and improve ice availability

Arena Fees

2024 only Arena Fees effective January 1, 2024

Arena Operations

- Explore opening at 5:00am or 5:30am with rentals at 5:30am or 6:00am, currently we open at 6:00am for rentals at 6:30am

Rental Classifications Adjustments/ Definitions

- Change Non-Resident to Non-Niagara to better align the main purpose for the rate in NOTL, Fort Erie and Niagara Falls **(effective immediately)**
- Expand Non-Prime to weekdays before 5pm and after 9pm, currently before 4pm and after 10pm
- Introduce “last minute”/“same day” ice rates (75% of normal Prime and Non-Prime rates)
- Limit individual training rate to Non-Prime time only
- Remove the terminology of “Adult” and “Youth” from Prime and Non-Prime classifications of rates
- Redefine Public/Catholic School and Physical Education as “School”. Physical Education Classes would move to “School Non-Prime” going from \$57.52 to \$69.02 at current rates. Half of Local Area Municipalities (LAMs) do not have a School rate. The proposed classification would provide for the second lowest rate among the LAMs. No other School related rates would be impacted.
- Define “Minor Sports” as a group associated with a youth sports association and/or training with at least one coach. The default age of a youth in this category is 18 and under, unless defined otherwise by the Canadian Sports Association to which the renting association/club/organization is governed
- All fees are plus insurance unless alternative insurance, satisfactory to the City, is otherwise provided.

Departmental User Fees

Arena Fees

| Arena | Term | 2023 Fee | 2024 Proposed Fee |
|--|----------|----------|-------------------|
| Prime and Non-Niagara Rate (Based on average of Niagara municipal ice rates at time rates approved) | Per hour | \$223.36 | \$228.64 |
| Non-Prime (Based on average of Niagara municipal ice rates at time rates approved) | Per hour | \$136.28 | \$135.40 |
| Junior B - Hockey Game (Based on Average of Adult and Youth Prime) | Per hour | \$185.84 | \$188.46 |
| Minor Sports & School Prime (Based on average of Niagara municipal ice rates at time rates approved) | Per hour | \$146.90 | \$148.28 |
| Minor Sports (including Junior B) Non-Prime (Based on average of Niagara municipal ice rates at time rates approved) | Per hour | \$88.50 | \$95.29 |
| School Non-Prime (Based on 50% of Minor Sports Prime rate) | Per hour | \$69.02 | \$74.14 |
| Individual Training (half ice) Non-Prime (Per player w/one coach; Available non-prime time only; Based on 50% of Minor Sports) | Per hour | \$75.22 | \$74.14 |
| Last Minute Ice Prime (Same Day Ice) (Based on 75% of Prime) | Per hour | NA | \$171.48 |
| Last Minute Ice Non-Prime (Same Day Ice) (Based on 75% of Non-Prime) | Per hour | NA | \$101.55 |

Cemetery User Fees

Cemetery – Resident

| Resident | Local Municipal Cemeteries Average Rates | | | | | Port Colborne | | |
|---|--|----------------|------------|----------|----------|--------------------|---|---|
| | Fort Erie* | Niagara Falls* | Wainfleet* | Welland* | Average* | 2022 & 2023 Fee | 2023 Proposed Fee | 2024 Proposed Fee |
| Opening and Closing Fees and Charges | | | | | | | | |
| Adult Burial (weekday) | \$882 | \$1,659 | \$1,077 | \$730 | \$1,085 | \$969 to \$1,275 | \$1,679 | \$1,700 |
| Adult Burial (weekend or holiday) | \$1,769 | \$2,604 | \$1,728 | \$956 | \$1,674 | | | |
| Child Burial (weekday) | \$482 | | \$663 | | \$573 | \$357 to \$377 | No Charge for Port Colborne Residents under the age of 12 years old | No Charge for Port Colborne Residents under the age of 12 years old |
| Child Burial (weekend or holiday) | \$1,369 | | \$1,314 | | \$1,336 | | | |
| Infant Burial (weekday) | \$241 | \$830 | \$460 | \$429 | \$484 | | | |
| Infant Burial (weekend or holiday) | \$1,128 | \$1,774 | \$1,111 | \$677 | \$1,095 | \$250 to \$680 | \$788 | \$875 |
| Cremation/Columbarium (weekday) | \$301 | \$525 | \$526 | \$429 | \$462 | | | |
| Cremation/Columbarium (weekend or holiday) | \$800 | \$997 | \$929 | \$677 | \$866 | | | |
| Cemetery Services and Interment Rights Prices | | | | | | | | |
| Single Lot or Grave | \$1,410 | \$2,876 | \$1,380 | \$1,033 | \$1,495 | \$1,377 | \$3,989 | \$2,880 |
| Infant Lot or Grave | \$606 | \$1,588 | \$557 | \$420 | \$793 | 420 | No Charge for Port Colborne Residents under the age of 12 years old | No Charge for Port Colborne Residents under the age of 12 years old |
| Cremation Plot | \$719 | \$1,463 | \$530 | \$420 | \$862 | 485 | \$1,785 | \$1,460 |
| Columbarium, each crypt | \$2,651 | \$3,310 | \$1,485 | | \$2,722 | \$1,377 to \$1,530 | \$3,830 | \$3,310 |
| Pouring Foundation (per cubic foot of concrete) | \$38 | | \$54 | \$31 | \$41 | \$40 | \$50 | \$45 |
| Perpetual care markers (owner supplied) | | | | \$100 | \$100 | \$50 | \$100 | \$100 |
| Perpetual care markers (owner supplied) <48" high | \$200 | | \$200 | \$200 | \$200 | \$100 | \$200 | \$200 |
| Perpetual care markers (owner supplied) >48" high | \$400 | | \$400 | \$400 | \$400 | \$200 | \$400 | \$400 |
| Disinterment (opening fee plus actual cost to disinter) | \$1,180 | \$1,560 | \$2,122 | \$1,158 | \$1,474 | \$969 | \$1,479 | \$1,500 |
| Ownership Transfer Fee | \$77 | | \$133 | | \$105 | \$26 | \$117 | \$115 |

- The City underwent a full cost accounting exercise in 2022. In 2024 those fees, adjusted for cost escalation are proposed for non-residents.
- Based on feedback the following discounted rates are proposed:
- Opening and closing fees are proposed at average of weekend and holidays.
- Cemetery Services and Interment Rights are proposed at highest comparator, rounded to nearest tenth.
- The one rate regardless of burial or cremation is due to the fact we do not schedule this work given the lower occurrence. Therefore, any work otherwise scheduled during the day is moved to overtime.



Cemetery User Fees

Cemetery – Non-Resident

| Non-Resident | Local Municipal Cemeteries Average Rates | | | | | Port Colborne | | |
|---|--|----------------|------------|----------|----------|--------------------|-------------------|---|
| | Fort Erie* | Niagara Falls* | Wainfleet* | Welland* | Average* | 2022 & 2023 Fee | 2023 Proposed Fee | 2024 Proposed Fee |
| Opening and Closing Fees and Charges | | | | | | | | |
| Adult Burial (weekday) | \$1,544 | \$1,659 | \$1,437 | \$1,088 | \$1,433 | \$969 to \$1,275 | \$1,679 | \$1,880 |
| Adult Burial (weekend or holiday) | \$2,430 | \$2,604 | \$2,088 | \$1,425 | \$2,076 | | | |
| Child Burial (weekday) | \$844 | | \$885 | | \$865 | \$357 to \$377 | Not identified | No Charge for Port Colborne Residents under the age of 12 years old |
| Child Burial (weekend or holiday) | \$1,731 | | \$1,536 | | \$1,614 | | | |
| Infant Burial (weekday) | \$422 | \$830 | \$615 | \$639 | \$624 | | | |
| Infant Burial (weekend or holiday) | \$1,309 | \$1,774 | \$1,265 | \$1,006 | \$1,272 | | | |
| Cremation/Columbarium (weekday) | \$528 | \$525 | \$703 | \$639 | \$619 | \$250 to \$680 | \$788 | \$900 |
| Cremation/Columbarium (weekend or holiday) | \$1,026 | \$997 | \$1,105 | \$1,006 | \$1,063 | | | |
| Cemetery Services and Interment Rights Prices | | | | | | | | |
| Single Lot or Grave | \$2,467 | \$2,876 | \$2,384 | \$1,554 | \$2,279 | \$1,377 | \$3,989 | \$4,470 |
| Infant Lot or Grave | \$1,060 | \$1,588 | \$1,246 | \$626 | \$1,130 | \$420 | Not identified | No Charge for Port Colborne Residents under the age of 12 years old |
| Cremation Plot | \$1,269 | \$1,463 | \$1,202 | \$626 | \$1,223 | \$485 | \$1,785 | \$2,000 |
| Columbarium, each crypt | \$2,651 | \$3,310 | \$2,153 | | \$2,802 | \$1,377 to \$1,530 | \$3,830 | \$4,290 |
| Pouring Foundation (per cubic foot of concrete) | \$38 | | \$54 | \$31 | \$41 | \$40 | \$50 | \$60 |
| Perpetual care markers (owner supplied) | | | | \$100 | \$100 | \$50 | \$100 | \$100 |
| Perpetual care markers (owner supplied) <48" high | \$200 | | \$200 | \$200 | \$200 | \$100 | \$200 | \$200 |
| Perpetual care markers (owner supplied) >48" high | \$400 | | \$400 | \$400 | \$400 | \$200 | \$400 | \$400 |
| Disinterment (opening fee plus actual cost to disinter) | \$1,180 | \$1,560 | \$2,122 | \$1,158 | \$1,474 | \$969 | \$1,479 | \$1,660 |
| Ownership Transfer Fee | \$77 | | \$133 | | \$105 | \$26 | \$117 | \$130 |

- Fees proposed based on full cost-recovery.
- In some cases, the City's actual costs are below the average.
- Max charge is actual cost.
- Non-Resident to be defined by anyone that was not living in Port Colborne at time of purchase or death unless they had previously purchased cemetery services and interment rights at the resident rate (by way of living in Port Colborne when purchased).

* Average



Self-Sustaining Entities (SSEs)

Some Salient Comments on SSEs

- Building is budgeting a balanced budget. The department is working on updates their fees to accommodate an additional headcount.
- Marina is budgeting a \$51,738 transfer to capital. This compares to a budgeted transfer of zero in 2023.
 - An updated capital plan will come to Council in early 2024, primary focus is receiving dredging approval from the Ministry of the Environment, Conservation and Parks (MECP).
- Cemetery (subject to fee approval) forecasts a \$71,900 contribution to Parks to help maintain Cemetery.
 - Actual operating costs estimated closer to \$200,000.



SSE: Beach

Year in Review

- Construction at beach complete
- Difficult year with seaweed and weather (17 days were essentially cancelled in July due to weather)
- Revenue forecasted at \$154,000 vs. \$422,000 (pre-parking changes)
- Staff reduced expenses were possible.
- Operations deficit of \$150,000 forecasted. To be funded from the beach reserve. This leaves approximately \$46,000 in the beach reserve.
- For those that came to the beach the feedback was positive
- Students
 - Washrooms amazing
 - “Take a toy, leave a toy” great idea
- Room for improvement
 - Clean the seaweed – Ministry permission
 - Additional traffic safety measures
 - A drop off zone.



SSE: Beach

Initial Planning Thoughts Going Forward

- 2024 revenue target of \$343,000 has been set to balance the budget. This may be aggressive still.
- Staff are researching consolidating payment options into one App to simplify the payment and booking process.
- Maintain current pricing and ensure they are all plus HST.
- Introduce the option to reserve a parking spot in advance in Zone 2 for \$25 on weekdays and \$35 on weekends. The prices would be plus HST.
 - This option is being proposed as on weekends the Zone 1 (high priced parking spaces) sold out. Zone 1 is closer but ensuring a visitor has a spot is also important and the ability to reserve a spot in advance helps with that.
- Staff are reviewing the possibility of hourly rates for 2024.
- Staff are working through website updates and a developing a marketing campaign for 2024.
- Addressing room for improvement
 - MECP has approved the City's updated beach maintenance manual that allows for removal of dry seaweed
 - Staff are reviewing options for additional traffic calming and a drop off zone, this may reduce parking in Zone 1 (report to follow early in 2024 to Council)



Looking Forward

- In the process of the City's insurance tendering as the time of writing this presentation.
- Reviewing the application of the Municipal Accommodation Tax (MAT)
- Perform service level reviews (Transportation, Parks, and Arena)
- Finalize reviewing fees (specifically non-full cost recovery fees)
- Continue to work on Key Performance Indicators (KPIs) and related benchmarks, where applicable
- Complete the Infrastructure Needs Assessment and Non-Linear Asset Management Plan to support future capital and related project budgets
- Update the development charges by-law so growth pays for growth
- Working on a multi-year operating forecast (anticipated T1 reporting time [June 2024])



Agenda

1 2024 Budget Summary

2 City Fundamentals

3 Budget Details

4 Thank You

- Thank You
- Recommendation



Thank You

Recommendation

That the Corporate Service Department, Financial Services Division, Report No. 2023-161 Subject: 2024 Operating (Levy) Budget, **BE RECEIVED**; And

That the working capital reserve be funded, up to the Reserve Fund policy target, as outlined in Report No. 2023-161; And

That the 2024 Operating (Levy) Budget as outlined in Report 2023-161, **BE APPROVED**.



Appendix B - Levy and Self Sustaining Entities (SSE) Summary

Appendix B - Levy and SSE Summary

CITY OF PORT COLBORNE
2024 Budget - Levy and Self Sustaining Entities (SSE) Summary

| | General Government | PGA | Boards & Committees | Council | CAO | Corporate Services | Recreation | Planning Service | Community Safety | Public Works | Library | NSCTA | Total 2024 Levy Budget |
|-----------------------------------|--------------------|------------------|---------------------|----------------|------------------|--------------------|----------------|------------------|------------------|------------------|----------------|--------------|------------------------|
| Revenue | | | | | | | | | | | | | |
| Advertising and Sponsorship | | \$221,500 | | | | | \$18,000 | | | | | | \$239,500 |
| Donations | | 20,000 | 27,600 | | | | | | 600 | | 4,800 | | 53,000 |
| Fines | | | | | | | | | 45,000 | | | | 45,000 |
| Fundraising | | | 6,300 | | | | | | | | | | 6,300 |
| Investment Income | 1,071,418 | | | | | | | | | | | | 1,071,418 |
| Lease Income | 35,600 | 156,000 | | | | | 20,000 | | | | | | 211,600 |
| Licences and Permits | | | | | | 61,000 | | | 1,500 | | | | 62,500 |
| Rentals | 18,000 | | 11,000 | | | | 504,000 | | | | 650 | | 533,650 |
| Other Revenue | 10,000 | 10,000 | 16,000 | | 15,000 | | | | | 225,000 | | | 276,000 |
| Fees | | 164,000 | 800 | | | 61,200 | 20,000 | 370,000 | 20,600 | | 3,500 | 2,000 | 642,100 |
| Provincial Offences Act | 2,000 | | | | | | | | | | | | 2,000 |
| Grants - Other | 150,255 | 115,000 | 12,000 | | 5,000 | | | | | | | | 282,255 |
| Grant - Federal | 580,577 | | 4,000 | | | | | | | | | | 584,577 |
| Grant - Provincial | 3,647,440 | | 30,000 | | | | | | | 50,000 | 38,300 | | 3,765,740 |
| Sales | | 300,000 | 13,100 | | | | | | | | | | 313,100 |
| Penalties and Interest | 439,000 | | | | | | | | | | | | 439,000 |
| Property Taxes | 24,693,620 | | | | | | | | | | | | 24,693,620 |
| Payment In lieu | 330,000 | | | | | | | | | | | | 330,000 |
| Supplemental Tax | 185,200 | | | | | | | | | | | | 185,200 |
| MAT Tax | | 40,000 | 30,000 | | | | | | | | | | 70,000 |
| Total Revenue | 31,163,110 | 1,026,500 | 150,800 | | 20,000 | 122,200 | 562,000 | 370,000 | 67,700 | 275,000 | 47,250 | 2,000 | 33,806,560 |
| Expense | | | | | | | | | | | | | |
| Personnel Expense | | | | | | | | | | | | | |
| Salaries and Wages - Full Time | | | 542,500 | | 959,600 | 2,206,600 | 532,600 | 520,200 | 2,110,700 | 3,408,900 | 451,200 | | 10,732,300 |
| Salaries and Wages - Part Time | | 268,400 | 57,000 | 242,500 | | | 46,800 | | 425,900 | 274,800 | 69,900 | | 1,385,300 |
| Salaries and Wages - Students | | | 22,700 | | 69,900 | 115,500 | 142,800 | 28,900 | 11,400 | 208,700 | | | 599,900 |
| Overtime Pay | | | | | | 26,200 | 16,100 | 11,000 | 50,900 | 113,200 | | | 217,400 |
| Honourariums | | | 400 | | | | | 4,500 | | | | | 4,900 |
| Employee Benefits | (628,000) | 29,600 | 199,800 | 101,100 | 306,100 | 775,900 | 239,200 | 175,400 | 1,194,200 | 1,359,000 | 187,900 | | 3,940,200 |
| Subtotal Personnel Expense | (628,000) | 298,000 | 822,400 | 343,600 | 1,335,600 | 3,124,200 | 977,500 | 740,000 | 3,793,100 | 5,364,600 | 709,000 | | 16,880,000 |
| Operating Expense | | | | | | | | | | | | | |
| Association/Membership Fees | 14,000 | | 1,100 | | 17,300 | 12,700 | 2,000 | 4,300 | 2,750 | 13,200 | 1,500 | | 68,850 |
| Auto - Fuel | 303,300 | | | | | | | | | | | | 303,300 |
| Cleaning Supplies | | | 1,700 | | | | | | 3,000 | 19,000 | | | 23,700 |
| Library Collection | | | 3,000 | | | | | | | | 44,800 | | 47,800 |
| Library Digital Resources | | | | | | | | | | | 30,000 | | 30,000 |
| Comm and Public Relations | | 82,000 | 6,400 | | 65,000 | | | 2,500 | 14,000 | 3,000 | 500 | | 173,400 |
| Computer Software | 545,000 | | | | | | | | | | 1,000 | | 546,000 |
| Contract Services | 681,900 | 486,200 | 27,200 | 26,000 | | | 260,500 | 25,000 | 130,900 | 1,404,600 | 4,000 | 32,000 | 3,078,300 |
| Cost of Borrowing Ext Interest | 1,350,300 | | | | | | | | | | | | 1,350,300 |
| Cost of Borrowing Ext Principl | 1,295,400 | | | | | | | | | | | | 1,295,400 |

Appendix B - Levy and SSE Summary

| | General Government | PGA | Boards & Committees | Council | CAO | Corporate Services | Recreation | Planning Service | Community Safety | Public Works | Library | NSCTA | Total 2024 Levy Budget |
|--|---------------------|----------------------|----------------------|--------------------|--------------------|----------------------|----------------------|--------------------|----------------------|----------------------|------------------|-----------------|------------------------|
| Cost of Goods Sold | | 150,000 | 8,000 | | | | | | | | | | 158,000 |
| Credit Card Fees | 140,000 | | | | | | | | | | | | 140,000 |
| PAP / Online Incentives | 10,000 | | | | | | | | | | | | 10,000 |
| Equipment - Purchase | | | 4,500 | | 10,000 | | 10,000 | | 27,000 | 89,000 | 7,000 | | 147,500 |
| Equipment - Rental | 111,500 | 70,000 | | | | | | | | 6,500 | | | 188,000 |
| Financial Expenses | 7,000 | 5,900 | | | | | | | | | | | 12,900 |
| Land Leases | 44,400 | | | | | | | | | | | | 44,400 |
| Grants and Sponsorship Expense | | 642,600 | 500 | | | | | | | | | | 643,100 |
| Hospitality Expense | | 14,000 | 6,700 | 7,300 | 8,200 | 4,000 | | 1,000 | 6,750 | 7,500 | 750 | | 56,200 |
| Insurance - Contract | 902,100 | | 6,180 | | | | | | | | | | 908,280 |
| Insurance Ded and Adm cost | 150,000 | | | | | | | | | | | | 150,000 |
| Office Supplies | | 250 | 7,600 | 3,600 | 3,400 | 26,100 | 1,200 | 3,500 | 8,000 | 14,000 | 3,000 | | 70,650 |
| Postage & Courier | | | 2,850 | | 300 | 40,300 | | 100 | 5,700 | 500 | 700 | | 50,450 |
| Program Supplies | | 515,000 | 26,400 | | | | 10,000 | | 40,000 | 15,000 | 3,500 | | 609,900 |
| Protective & Uniform Clothing | 30,000 | 3,000 | 700 | | | | 4,800 | | 45,500 | 21,300 | 1,300 | | 106,600 |
| R&M - Grounds | | 105,000 | 1,000 | | | | | | | 146,500 | | | 252,500 |
| R&M - Consumables and Parts | 189,650 | 21,000 | 30,100 | | | | | | 200 | 317,500 | | | 558,450 |
| R&M - External Contractor | 126,600 | | | | | | | | | | | | 126,600 |
| R&M - Auto | 195,700 | | | | | | | | | | | | 195,700 |
| R&M - Tree Planting | | | | | | | | | | 200,000 | | | 200,000 |
| Staff Training & Development | 140,200 | 5,400 | 5,300 | 10,900 | 15,900 | 39,200 | 11,100 | 9,900 | 56,200 | 72,000 | 7,000 | | 373,100 |
| SME - Audit and Actuary | | | | | | 85,000 | | | | | 7,200 | | 92,200 |
| SME - Consultants | | 4,000 | | | 50,000 | 60,000 | | 25,000 | | 100,000 | | | 239,000 |
| Subject Matter Experts - Legal | 250,000 | | | | | | | | | | | | 250,000 |
| Subscriptions and Publications | | | 900 | | 3,150 | 2,500 | | | 1,550 | 1,900 | | | 10,000 |
| Telephone/Internet | 82,200 | | 5,500 | 2,800 | 5,200 | 9,140 | | 1,500 | 11,500 | 17,400 | 17,100 | | 152,340 |
| Travel | | 2,700 | 5,600 | 21,800 | 18,600 | 40,900 | 11,100 | 9,900 | 22,000 | 48,950 | 500 | | 182,050 |
| Utilities - Gas | 254,300 | | | | | | | | | | | | 254,300 |
| Utilities - Hydro | 949,300 | 2,000 | | | | | | | | | | | 951,300 |
| Utilities - Water | 221,460 | | | | | | | | | | | | 221,460 |
| Reassessment/Uncollectable | 246,900 | | | | | | | | | | | | 246,900 |
| Property Taxes - Rebates | 18,000 | | | | | | | | | | | | 18,000 |
| Tax Incentive Grants | 19,000 | | | | | | | | | | | | 19,000 |
| Subtotal Operating Expense | 8,278,210 | 2,109,050 | 151,230 | 72,400 | 197,050 | 319,840 | 310,700 | 82,700 | 375,050 | 2,497,850 | 129,850 | 32,000 | 14,555,930 |
| Total Expense | 7,650,210 | 2,407,050 | 973,630 | 416,000 | 1,532,650 | 3,444,040 | 1,288,200 | 822,700 | 4,168,150 | 7,862,450 | 838,850 | 32,000 | 31,435,930 |
| Surplus/(Deficit) Before Allocation | 23,512,900 | (1,380,550) | (822,830) | (416,000) | (1,512,650) | (3,321,840) | (726,200) | (452,700) | (4,100,450) | (7,587,450) | (791,600) | (30,000) | 2,370,630 |
| Allocations: Within Departments | | | | | | (81,186) | 81,186 | | | | | | |
| Allocation:Between Departments | (2,658,265) | 247,860 | 261,850 | 54,724 | (476,209) | 129,840 | 1,806,134 | 103,017 | 359,493 | 171,556 | | | |
| Allocation:SSE | (542,131) | 5,000 | | | (11,244) | (126,108) | (580,700) | | | (120,234) | | | (1,375,417) |
| Surplus/(Deficit) After Allocation | 26,713,296 | (1,633,410) | (1,084,680) | (470,724) | (1,025,197) | (3,244,386) | (2,032,820) | (555,717) | (4,459,943) | (7,638,772) | (791,600) | (30,000) | 3,746,047 |
| Transfer to/ (from) Capital | 6,168,881 | | | | | | | | | | | | 6,168,881 |
| Transfer to/ (from) Reserves | 1,634,800 | 50,000 | | | | | | | | 85,000 | | | 1,769,800 |
| Transfer Between Funds | (3,026,432) | | 1,103,677 | (68,700) | (206,200) | (630,300) | | | | (543,079) | (791,600) | (30,000) | (4,192,634) |
| Total Transfer | 4,777,249 | 50,000 | 1,103,677 | (68,700) | (206,200) | (630,300) | | | | (458,079) | (791,600) | (30,000) | 3,746,047 |
| Surplus / (Deficit) | \$21,936,047 | (\$1,683,410) | (\$2,188,357) | (\$402,024) | (\$818,997) | (\$2,614,086) | (\$2,032,820) | (\$555,717) | (\$4,459,943) | (\$7,180,693) | | | |

Appendix B - Levy and SSE Summary

| | Sugarloaf Marina | Nickel Beach | Cemetery | Building | Total 2024 SSE Budget | Total 2024 Levy & SSE Budget |
|-----------------------------------|-----------------------------|-------------------------|-----------------|-----------------|--------------------------------------|---|
| Revenue | | | | | | |
| Advertising and Sponsorship | | | | | | \$239,500 |
| Donations | | | | | | 53,000 |
| Fines | | | | | | 45,000 |
| Fundraising | | | | | | 6,300 |
| Investment Income | | | 4,000 | | 4,000 | 1,075,418 |
| Lease Income | 32,000 | | | | 32,000 | 243,600 |
| Licences and Permits | | | | 743,332 | 743,332 | 805,832 |
| Rentals | 3,000 | | | | 3,000 | 536,650 |
| Other Revenue | 3,000 | | | | 3,000 | 279,000 |
| Fees | 30,000 | 343,023 | | | 373,023 | 1,015,123 |
| Provincial Offences Act | | | | | | 2,000 |
| Grants - Other | | | | | | 282,255 |
| Grant - Federal | | | | | | 584,577 |
| Grant - Provincial | | | | | | 3,765,740 |
| Sales | 1,370,000 | | 89,700 | | 1,459,700 | 1,772,800 |
| Penalties and Interest | | | | | | 439,000 |
| Property Taxes | | | | | | 24,693,620 |
| Payment In lieu | | | | | | 330,000 |
| Supplemental Tax | | | | | | 185,200 |
| MAT Tax | | | | | | 70,000 |
| Total Revenue | 1,438,000 | 343,023 | 93,700 | 743,332 | 2,618,055 | 36,424,615 |
| Expense | | | | | | |
| Personnel Expense | | | | | | |
| Salaries and Wages - Full Time | | | | 407,700 | 407,700 | 11,140,000 |
| Salaries and Wages - Part Time | | | | | | 1,385,300 |
| Salaries and Wages - Students | | | | | | 599,900 |
| Overtime Pay | | | | 8,200 | 8,200 | 225,600 |
| Honourariums | | | | | | 4,900 |
| Employee Benefits | | | | 117,600 | 117,600 | 4,057,800 |
| Subtotal Personnel Expense | | | | 533,500 | 533,500 | 17,413,500 |
| Operating Expense | | | | | | |
| Association/Membership Fees | 2,000 | | 800 | 6,300 | 9,100 | 77,950 |
| Auto - Fuel | | | | | | 303,300 |
| Cleaning Supplies | 8,000 | 8,000 | | | 16,000 | 39,700 |
| Library Collection | | | | | | 47,800 |
| Library Digital Resources | | | | | | 30,000 |
| Comm and Public Relations | 5,000 | 8,000 | | 1,000 | 14,000 | 187,400 |
| Computer Software | 5,000 | | | | 5,000 | 551,000 |
| Contract Services | 60,000 | 30,000 | 3,000 | 60,000 | 153,000 | 3,231,300 |
| Cost of Borrowing Ext Interest | | | | | | 1,350,300 |
| Cost of Borrowing Ext Principl | | | | | | 1,295,400 |

Appendix B - Levy and SSE Summary

| | Sugarloaf Marina | Nickel Beach | Cemetery | Building | Total 2024 SSE Budget | Total 2024 Levy & SSE Budget |
|--|---------------------|-----------------|---------------|----------------|-----------------------------|------------------------------------|
| Cost of Goods Sold | 220,000 | | | | 220,000 | 378,000 |
| Credit Card Fees | | | | | | 140,000 |
| PAP / Online Incentives | | | | | | 10,000 |
| Equipment - Purchase | 10,000 | | 1,100 | 6,000 | 17,100 | 164,600 |
| Equipment - Rental | | | 6,900 | | 6,900 | 194,900 |
| Financial Expenses | | | | | | 12,900 |
| Land Leases | | | | | | 44,400 |
| Grants and Sponsorship Expense | | | | | | 643,100 |
| Hospitality Expense | | | | 500 | 500 | 56,700 |
| Insurance - Contract | | | | | | 908,280 |
| Insurance Ded and Adm cost | | | | | | 150,000 |
| Office Supplies | 2,500 | | | 2,400 | 4,900 | 75,550 |
| Postage & Courier | 100 | | | 600 | 700 | 51,150 |
| Program Supplies | 10,000 | 4,000 | | | 14,000 | 623,900 |
| Protective & Uniform Clothing | 3,000 | 2,000 | | 3,000 | 8,000 | 114,600 |
| R&M - Grounds | 30,000 | 10,000 | 10,000 | | 50,000 | 302,500 |
| R&M - Consumables and Parts | 60,000 | 10,000 | | | 70,000 | 628,450 |
| R&M - External Contractor | | | | | | 126,600 |
| R&M - Auto | | | | | | 195,700 |
| R&M - Tree Planting | | | | | | 200,000 |
| Staff Training & Development | | | | 6,200 | 6,200 | 379,300 |
| SME - Audit and Actuary | | | | | | 92,200 |
| SME - Consultants | | 15,000 | | 10,000 | 25,000 | 264,000 |
| Subject Matter Experts - Legal | | | | | | 250,000 |
| Subscriptions and Publications | | | | 400 | 400 | 10,400 |
| Telephone/Internet | 28,000 | | | | 2,400 | 182,740 |
| Travel | | | | 6,200 | 6,200 | 188,250 |
| Utilities - Gas | | | | | | 254,300 |
| Utilities - Hydro | | | | | | 951,300 |
| Utilities - Water | | | | | | 221,460 |
| Reassessment/Uncollectable | | | | | | 246,900 |
| Property Taxes - Rebates | | | | | | 18,000 |
| Tax Incentive Grants | | | | | | 19,000 |
| Subtotal Operating Expense | 443,600 | 87,000 | 21,800 | 105,000 | 657,400 | 15,213,330 |
| Total Expense | 443,600 | 87,000 | 21,800 | 638,500 | 1,190,900 | 32,626,830 |
| Surplus/(Deficit) Before Allocation | 994,400 | 256,023 | 71,900 | 104,832 | 1,427,155 | 3,797,785 |
| Allocations: Within Departments | | | | | | |
| Allocation:Between Departments | | | | | | |
| Allocation:SSE | 942,662 | 256,023 | 71,900 | 104,832 | 1,375,417 | |
| Surplus/(Deficit) After Allocation | 51,738 | | | | 51,738 | 3,797,785 |
| Transfer to/ (from) Capital | | | | | | 6,168,881 |
| Transfer to/ (from) Reserves | 51,738 | | | | 51,738 | 1,821,538 |
| Transfer Between Funds | | | | | | (4,192,634) |
| Total Transfer | 51,738 | | | | 51,738 | 3,797,785 |
| Surplus / (Deficit) | | | | | | |

City of Port Colborne 2024 Operating Budget

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Advertising and Sponsorship | \$141,609.36 | \$130,450.00 | \$159,000.00 | \$239,500.00 | \$80,500.00 |
| Donations | 394,429.65 | 77,425.00 | 52,600.00 | 48,200.00 | (4,400.00) |
| Fines | 13,886.00 | 43,000.00 | 24,000.00 | 45,000.00 | 21,000.00 |
| Fundraising | | 6,250.00 | 6,250.00 | 6,300.00 | 50.00 |
| Investment Income | 617,040.60 | 1,203,400.00 | 804,000.00 | 1,075,418.00 | 271,418.00 |
| Lease Income | 280,751.61 | 234,520.00 | 261,100.00 | 243,600.00 | (17,500.00) |
| Licences and Permits | 588,094.08 | 589,500.00 | 509,500.00 | 805,832.00 | 296,332.00 |
| Rentals | 387,944.75 | 476,500.00 | 549,000.00 | 536,000.00 | (13,000.00) |
| Other Revenue | 2,569,756.47 | 331,500.00 | 307,600.00 | 279,000.00 | (28,600.00) |
| Fees | 911,379.14 | 737,780.00 | 843,400.00 | 1,009,623.00 | 166,223.00 |
| Provincial Offences Act | (5,080.83) | | 20,000.00 | 2,000.00 | (18,000.00) |
| Grants - Other | 463,701.11 | 421,314.00 | 414,455.00 | 282,255.00 | (132,200.00) |
| Grant - Federal | 1,419,182.60 | 644,281.00 | 584,577.00 | 584,577.00 | |
| Grant - Provincial | 5,361,641.71 | 3,649,817.00 | 3,592,317.00 | 3,727,440.00 | 135,123.00 |
| Sales | 1,516,671.95 | 2,164,732.00 | 1,786,400.00 | 1,772,800.00 | (13,600.00) |
| Penalties and Interest | 565,073.38 | 618,600.00 | 420,000.00 | 439,000.00 | 19,000.00 |
| Property Taxes | 21,897,527.34 | 23,210,200.00 | 23,186,500.00 | 24,693,620.00 | 1,507,120.00 |
| Payment In lieu | 318,397.69 | 329,300.00 | 311,600.00 | 330,000.00 | 18,400.00 |
| Supplemental Tax | 291,594.67 | 200,000.00 | 150,000.00 | 185,200.00 | 35,200.00 |
| MAT Tax | | 70,000.00 | 90,000.00 | 70,000.00 | (20,000.00) |
| Total Revenue | 37,733,601.28 | 35,138,569.00 | 34,072,299.00 | 36,375,365.00 | 2,303,066.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 9,840,050.35 | 9,878,165.00 | 10,309,500.00 | 10,688,800.00 | 379,300.00 |
| Salaries and Wages - Part Time | 1,259,478.78 | 1,803,600.00 | 1,169,100.00 | 1,315,400.00 | 146,300.00 |
| Salaries and Wages - Students | 493,952.25 | 507,150.00 | 528,800.00 | 599,900.00 | 71,100.00 |
| Overtime Pay | 322,213.39 | 291,000.00 | 224,500.00 | 225,600.00 | 1,100.00 |
| Honourariums | 362,836.78 | 7,300.00 | 32,300.00 | 4,900.00 | (27,400.00) |
| Employee Benefits | 3,368,056.92 | 3,599,800.00 | 3,882,300.00 | 3,869,900.00 | (12,400.00) |
| Subtotal Personnel Expense | 15,646,588.47 | 16,087,015.00 | 16,146,500.00 | 16,704,500.00 | 558,000.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--------------------------------|--------------|--------------|--------------|-----------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Operating Expense | | | | | |
| Association/Membership Fees | 54,842.96 | 64,700.00 | 72,140.00 | 76,450.00 | 4,310.00 |
| Auto - Fuel | 309,145.83 | 303,300.00 | 326,980.00 | 303,300.00 | (23,680.00) |
| Cleaning Supplies | 24,999.69 | 36,250.00 | 34,700.00 | 39,700.00 | 5,000.00 |
| Library Collection | 1,541.98 | 3,000.00 | 3,000.00 | 3,000.00 | |
| Comm and Public Relations | 211,449.12 | 200,600.00 | 200,200.00 | 186,900.00 | (13,300.00) |
| Computer Software | 461,305.03 | 389,700.00 | 456,000.00 | 550,000.00 | 94,000.00 |
| Contract Services | 2,402,962.80 | 4,115,100.00 | 2,954,100.00 | 3,195,300.00 | 241,200.00 |
| Cost of Borrowing Ext Interest | 902,403.75 | 878,100.00 | 878,100.00 | 1,350,300.00 | 472,200.00 |
| Cost of Borrowing Ext Principl | 1,419,178.01 | 1,288,800.00 | 1,288,800.00 | 1,295,400.00 | 6,600.00 |
| Cost of of Goods Sold | 408,746.27 | 333,100.00 | 383,967.38 | 378,000.00 | (5,967.38) |
| Credit Card Fees | 140,310.49 | 140,000.00 | 140,000.00 | 140,000.00 | |
| PAP / Online Incentives | 4,590.00 | 40,000.00 | 10,000.00 | 10,000.00 | |
| Equipment - Purchase | 267,250.36 | 132,723.00 | 156,550.00 | 157,600.00 | 1,050.00 |
| Equipment - Rental | 359,507.27 | 215,000.00 | 215,000.00 | 194,900.00 | (20,100.00) |
| Financial Expenses | 14,396.42 | 11,200.00 | 12,900.00 | 12,900.00 | |
| Land Leases | 48,703.58 | 49,400.00 | 44,400.00 | 44,400.00 | |
| Grants and Sponsorship Expense | 510,930.49 | 398,500.00 | 485,800.00 | 643,100.00 | 157,300.00 |
| Hospitality Expense | 30,607.05 | 35,200.00 | 33,000.00 | 55,950.00 | 22,950.00 |
| Insurance - Contract | 713,190.87 | 772,753.00 | 790,653.00 | 908,280.00 | 117,627.00 |
| Insurance Ded and Adm cost | 107,341.43 | 110,000.00 | 150,000.00 | 150,000.00 | |
| Office Supplies | 75,246.19 | 70,550.00 | 75,450.00 | 72,550.00 | (2,900.00) |
| Postage & Courier | 56,242.39 | 51,500.00 | 58,150.00 | 50,450.00 | (7,700.00) |
| Program Supplies | 620,256.27 | 632,800.00 | 607,800.00 | 620,400.00 | 12,600.00 |
| Protective & Uniform Clothing | 113,528.17 | 100,710.00 | 107,700.00 | 113,300.00 | 5,600.00 |
| R&M - Grounds | 282,775.35 | 296,900.00 | 280,000.00 | 302,500.00 | 22,500.00 |
| R&M - Trails | 87,166.53 | | 113,800.00 | | (113,800.00) |
| R&M - Consumables and Parts | 554,320.65 | 551,300.00 | 552,475.00 | 628,450.00 | 75,975.00 |
| R&M - External Contractor | 1,094,972.99 | 341,100.00 | | 126,600.00 | 126,600.00 |
| R&M - Auto | 199,919.36 | 205,700.00 | 170,000.00 | 195,700.00 | 25,700.00 |
| R&M - Playground | 13,986.96 | | 20,000.00 | | (20,000.00) |
| R&M - Tree Planting | 16,627.53 | 25,600.00 | 21,200.00 | 200,000.00 | 178,800.00 |
| Staff Training & Development | 292,977.68 | 362,500.00 | 380,200.00 | 372,300.00 | (7,900.00) |
| SME - Audit and Actuary | 68,779.13 | 85,000.00 | 85,000.00 | 85,000.00 | |
| SME - Consultants | 391,273.03 | 521,000.00 | 291,000.00 | 264,000.00 | (27,000.00) |
| Subject Matter Experts - Legal | 360,116.72 | 231,400.00 | 250,000.00 | 250,000.00 | |
| Subscriptions and Publications | 12,706.83 | 10,150.00 | 15,910.00 | 10,400.00 | (5,510.00) |
| Telephone/Internet | 229,112.69 | 169,700.00 | 192,230.00 | 165,640.00 | (26,590.00) |
| Travel | 30,647.14 | 147,900.00 | 137,300.00 | 187,750.00 | 50,450.00 |
| Utilities - Gas | 190,300.75 | 195,500.00 | 205,155.50 | 254,300.00 | 49,144.50 |
| Utilities - Hydro | 808,147.69 | 909,500.00 | 946,235.00 | 951,300.00 | 5,065.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|----------------------|----------------------|----------------------|------------------------|------------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Utilities - Water | 194,648.73 | 204,500.00 | 230,275.00 | 221,460.00 | (8,815.00) |
| City Owned Property Drainage Charges | 53,722.59 | | | | |
| Reassessment/Uncollectable | 300,247.33 | 232,000.00 | 232,000.00 | 246,900.00 | 14,900.00 |
| Property Taxes - Rebates | 17,748.77 | 18,000.00 | 30,000.00 | 18,000.00 | (12,000.00) |
| Tax Incentive Grants | 25,453.00 | 10,500.00 | 40,000.00 | 19,000.00 | (21,000.00) |
| Subtotal Operating Expense | 14,484,327.87 | 14,891,236.00 | 13,678,170.88 | 15,051,480.00 | 1,373,309.12 |
| Total Expense | 30,130,916.34 | 30,978,251.00 | 29,824,670.88 | 31,755,980.00 | 1,931,309.12 |
| Surplus/(Deficit) Before Allocation | 7,602,684.94 | 4,160,318.00 | 4,247,628.12 | 4,619,385.00 | 371,756.88 |
| Surplus/(Deficit) After Allocation | 7,602,684.94 | 4,160,318.00 | 4,247,628.12 | 4,619,385.00 | 371,756.88 |
| Transfer to/ (from) Capital | 10,550,683.11 | 7,069,300.00 | 7,054,300.00 | 6,168,881.00 | (885,419.00) |
| Transfer to/ (from) Reserves | (229,438.51) | 575,915.00 | 890,577.84 | 1,821,538.00 | 930,960.16 |
| Transfer Between Funds | (2,718,559.66) | (3,608,879.32) | (3,697,249.72) | (3,371,034.00) | 326,215.72 |
| Total Transfer | 7,602,684.94 | 4,036,335.68 | 4,247,628.12 | 4,619,385.00 | 371,756.88 |
| Surplus / (Deficit) | | \$123,982.32 | | | |

Appendix C - Divisional Summary & Detail

General Government Divisional Summary

CITY OF PORT COLBORNE
2024 Budget - General Government Divisional Summary

| | Global Revenue | Capital (Non-Debt Funding) | Capital (Borrowing Costs) | Global Facilities | Global Fleet | Global Operations | Total 2024 General Govmt Budget |
|-----------------------------------|---------------------------|---|--|------------------------------|-------------------------|------------------------------|--|
| Revenue | | | | | | | |
| Investment Income | \$1,071,418 | | | | | | \$1,071,418 |
| Lease Income | 35,600 | | | | | | 35,600 |
| Rentals | 18,000 | | | | | | 18,000 |
| Other Revenue | | | | | | 10,000 | 10,000 |
| Provincial Offences Act | 2,000 | | | | | | 2,000 |
| Grants - Other | | 150,255 | | | | | 150,255 |
| Grant - Federal | | 580,577 | | | | | 580,577 |
| Grant - Provincial | 2,611,500 | 1,035,940 | | | | | 3,647,440 |
| Penalties and Interest | 439,000 | | | | | | 439,000 |
| Property Taxes | 24,693,620 | | | | | | 24,693,620 |
| Payment In lieu | 330,000 | | | | | | 330,000 |
| Supplemental Tax | 185,200 | | | | | | 185,200 |
| Total Revenue | 29,386,338 | 1,766,772 | | | | 10,000 | 31,163,110 |
| Expense | | | | | | | |
| Personnel Expense | | | | | | | |
| Employee Benefits | (628,000) | | | | | | (628,000) |
| Subtotal Personnel Expense | (628,000) | | | | | | (628,000) |

| | Global Revenue | Capital (Non-Debt Funding) | Capital (Borrowing Costs) | Global Facilities | Global Fleet | Global Operations | Total 2024 General Govmt Budget |
|-----------------------------------|---------------------------|---|--|------------------------------|-------------------------|------------------------------|--|
| Operating Expense | | | | | | | |
| Association/Membership Fees | | | | | | 14,000 | 14,000 |
| Auto - Fuel | | | | | 303,300 | | 303,300 |
| Computer Software | | | | | | 545,000 | 545,000 |
| Contract Services | | | | 513,400 | 8,500 | 160,000 | 681,900 |
| Cost of Borrowing Ext Interest | | | 1,350,300 | | | | 1,350,300 |
| Cost of Borrowing Ext Principl | | | 1,295,400 | | | | 1,295,400 |
| Credit Card Fees | | | | | | 140,000 | 140,000 |
| PAP / Online Incentives | 10,000 | | | | | | 10,000 |
| Equipment - Rental | | | | 11,500 | 100,000 | | 111,500 |
| Financial Expenses | | | | | | 7,000 | 7,000 |
| Land Leases | | | | 44,400 | | | 44,400 |
| Insurance - Contract | | | | | | 902,100 | 902,100 |
| Insurance Ded and Adm cost | | | | | | 150,000 | 150,000 |
| Protective & Uniform Clothing | | | | | | 30,000 | 30,000 |
| R&M - Consumables and Parts | | | | 184,650 | | 5,000 | 189,650 |
| R&M - External Contractor | | | | | 126,600 | | 126,600 |
| R&M - Auto | | | | | 195,700 | | 195,700 |
| Staff Training & Development | | | | | | 140,200 | 140,200 |
| Subject Matter Experts - Legal | | | | | | 250,000 | 250,000 |
| Telephone/Internet | | | | | 27,200 | 55,000 | 82,200 |
| Utilities - Gas | | | | 254,300 | | | 254,300 |
| Utilities - Hydro | | | | 949,300 | | | 949,300 |
| Utilities - Water | | | | 221,460 | | | 221,460 |
| Reassessment/Uncollectable | 246,900 | | | | | | 246,900 |
| Property Taxes - Rebates | 18,000 | | | | | | 18,000 |
| Tax Incentive Grants | 19,000 | | | | | | 19,000 |
| Subtotal Operating Expense | 293,900 | | 2,645,700 | 2,179,010 | 761,300 | 2,398,300 | 8,278,210 |
| Total Expense | (334,100) | | 2,645,700 | 2,179,010 | 761,300 | 2,398,300 | 7,650,210 |

| | Global Revenue | Capital (Non-Debt Funding) | Capital (Borrowing Costs) | Global Facilities | Global Fleet | Global Operations | Total 2024 General Govmt Budget |
|--|-----------------------|-----------------------------------|----------------------------------|--------------------------|---------------------|--------------------------|--|
| Surplus/(Deficit) Before Allocation | 29,720,438 | 1,766,772 | (2,645,700) | (2,179,010) | (761,300) | (2,388,300) | 23,512,900 |
| Allocation:Between Departments | | | | (1,857,450) | (688,448) | (112,367) | (2,658,265) |
| Allocation:SSE | (118,600) | | | (159,814) | (23,839) | (239,878) | (542,131) |
| Surplus/(Deficit) After Allocation | 29,839,038 | 1,766,772 | (2,645,700) | (161,746) | (49,013) | (2,036,055) | 26,713,296 |
| Transfer to/ (from) Capital | | 6,168,881 | | | | | 6,168,881 |
| Transfer to/ (from) Reserves | 1,314,700 | 320,100 | | | | | 1,634,800 |
| Transfer Between Funds | | (896,700) | (1,546,000) | (161,746) | (49,013) | (372,973) | (3,026,432) |
| Total Transfer | 1,314,700 | 5,592,281 | (1,546,000) | (161,746) | (49,013) | (372,973) | 4,777,249 |
| Surplus / (Deficit) | \$28,524,338 | (\$3,825,509) | (\$1,099,700) | | | (\$1,663,082) | \$21,936,047 |

City of Port Colborne 2024 Operating Budget

General Government

| | 2022 | 2023 | 2023 | 2024 | Variance |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Donations | \$176,584.13 | | | | |
| Investment Income | 604,671.87 | 1,200,000.00 | 800,000.00 | 1,071,418.00 | 271,418.00 |
| Lease Income | 51,726.00 | 35,420.00 | 38,600.00 | 35,600.00 | (3,000.00) |
| Rentals | 20,610.92 | 24,400.00 | 18,000.00 | 18,000.00 | |
| Other Revenue | 2,237,116.39 | 52,700.00 | 10,000.00 | 10,000.00 | |
| Fees | 307.77 | 3,800.00 | | | |
| Provincial Offences Act | (5,080.83) | | 20,000.00 | 2,000.00 | (18,000.00) |
| Grants - Other | 150,255.10 | 250,255.00 | 250,255.00 | 150,255.00 | (100,000.00) |
| Grant - Federal | 1,382,657.60 | 591,427.00 | 580,577.00 | 580,577.00 | |
| Grant - Provincial | 4,663,550.00 | 3,512,317.00 | 3,512,317.00 | 3,647,440.00 | 135,123.00 |
| Penalties and Interest | 565,073.38 | 618,600.00 | 420,000.00 | 439,000.00 | 19,000.00 |
| Property Taxes | 21,897,527.34 | 23,210,200.00 | 23,186,500.00 | 24,693,620.00 | 1,507,120.00 |
| Payment In lieu | 318,397.69 | 329,300.00 | 311,600.00 | 330,000.00 | 18,400.00 |
| Supplemental Tax | 291,594.67 | 200,000.00 | 150,000.00 | 185,200.00 | 35,200.00 |
| Taxation - Region | 13,814,615.61 | | | | |
| Taxation - DSBN | 2,115,243.90 | | | | |
| Taxation - NCDSB | 483,897.12 | | | | |
| Taxation - French Public | 9,628.24 | | | | |
| Taxation - French Catholic | 51,312.37 | | | | |
| Taxation - Provincial | 2,164,836.68 | | | | |
| Taxation - Region Waste Management | 2,192,300.81 | | | | |
| Total Revenue | 53,186,826.76 | 30,028,419.00 | 29,297,849.00 | 31,163,110.00 | 1,865,261.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 395,915.90 | 385,500.00 | | | |
| Overtime Pay | | 21,000.00 | | | |
| Employee Benefits | (432,596.45) | (400,000.00) | (400,000.00) | (628,000.00) | (228,000.00) |
| Subtotal Personnel Expense | (36,680.55) | 6,500.00 | (400,000.00) | (628,000.00) | (228,000.00) |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-------------------------------------|----------------------|---------------------|---------------------|---------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Operating Expense | | | | | |
| Association/Membership Fees | 12,606.54 | 12,000.00 | 12,000.00 | 14,000.00 | 2,000.00 |
| Auto - Fuel | 309,145.83 | 303,300.00 | 326,980.00 | 303,300.00 | (23,680.00) |
| Computer Software | 409,346.17 | 384,700.00 | 450,000.00 | 545,000.00 | 95,000.00 |
| Contract Services | 526,170.23 | 477,100.00 | 811,900.00 | 681,900.00 | (130,000.00) |
| Cost of Borrowing Ext Interest | 902,403.75 | 878,100.00 | 878,100.00 | 1,350,300.00 | 472,200.00 |
| Cost of Borrowing Ext Principl | 1,419,178.01 | 1,288,800.00 | 1,288,800.00 | 1,295,400.00 | 6,600.00 |
| Credit Card Fees | 140,310.49 | 140,000.00 | 140,000.00 | 140,000.00 | |
| PAP / Online Incentives | 4,590.00 | 40,000.00 | 10,000.00 | 10,000.00 | |
| Equipment - Purchase | 37,162.45 | | | | |
| Equipment - Rental | 220,631.20 | 110,000.00 | 111,500.00 | 111,500.00 | |
| Financial Expenses | 10,298.30 | 10,000.00 | 7,000.00 | 7,000.00 | |
| Land Leases | 48,703.58 | 49,400.00 | 44,400.00 | 44,400.00 | |
| Insurance - Contract | 713,190.87 | 766,500.00 | 784,400.00 | 902,100.00 | 117,700.00 |
| Insurance Ded and Adm cost | 107,341.43 | 110,000.00 | 150,000.00 | 150,000.00 | |
| Protective & Uniform Clothing | 26,822.46 | 30,000.00 | 30,000.00 | 30,000.00 | |
| R&M - Consumables and Parts | 197,066.48 | 132,400.00 | 184,650.00 | 189,650.00 | 5,000.00 |
| R&M - External Contractor | 333,009.59 | 341,100.00 | | 126,600.00 | 126,600.00 |
| R&M - Auto | 199,919.36 | 205,700.00 | 170,000.00 | 195,700.00 | 25,700.00 |
| Staff Training & Development | 113,910.41 | 130,000.00 | 112,200.00 | 140,200.00 | 28,000.00 |
| SME - Consultants | 42,113.02 | | | | |
| Subject Matter Experts - Legal | 355,772.67 | 220,000.00 | 250,000.00 | 250,000.00 | |
| Telephone/Internet | 142,807.34 | 94,700.00 | 109,800.00 | 82,200.00 | (27,600.00) |
| Utilities - Gas | 190,300.75 | 195,500.00 | 205,155.50 | 254,300.00 | 49,144.50 |
| Utilities - Hydro | 807,724.93 | 909,500.00 | 924,235.00 | 949,300.00 | 25,065.00 |
| Utilities - Water | 194,648.73 | 204,500.00 | 230,275.00 | 221,460.00 | (8,815.00) |
| Reassessment/Uncollectable | 300,247.33 | 232,000.00 | 232,000.00 | 246,900.00 | 14,900.00 |
| Property Taxes - Rebates | 17,748.77 | 18,000.00 | 30,000.00 | 18,000.00 | (12,000.00) |
| Tax Incentive Grants | 25,453.00 | 10,500.00 | 40,000.00 | 19,000.00 | (21,000.00) |
| Taxation Payout - Region | 13,814,615.60 | | | | |
| Taxation Payout - DSBN | 3,397,090.72 | | | | |
| Taxation Payout - NCDSB | 1,183,140.72 | | | | |
| Taxation Payout - French Public | 29,715.16 | | | | |
| Taxation Payout - French Catholic | 114,566.55 | | | | |
| Taxation Payout - Provincial | 100,405.16 | | | | |
| Taxation Payout - Region Waste Mgmt | 2,192,300.82 | | | | |
| Subtotal Operating Expense | 28,640,458.42 | 7,293,800.00 | 7,533,395.50 | 8,278,210.00 | 744,814.50 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|------------------------|------------------------|------------------------|------------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Total Expense | 28,603,777.87 | 7,300,300.00 | 7,133,395.50 | 7,650,210.00 | 516,814.50 |
| Surplus/(Deficit) Before Allocation | 24,583,048.89 | 22,728,119.00 | 22,164,453.50 | 23,512,900.00 | 1,348,446.50 |
| Allocation:Between Departments | (2,679,732.35) | (2,736,113.00) | (2,825,930.35) | (2,658,265.00) | 167,665.35 |
| Allocation:SSE | (396,203.96) | (496,520.00) | (544,493.08) | (542,131.00) | 2,362.08 |
| Surplus/(Deficit) After Allocation | 27,658,985.20 | 25,960,752.00 | 25,534,876.93 | 26,713,296.00 | 1,178,419.07 |
| Transfer to/ (from) Capital | 10,550,683.11 | 7,069,300.00 | 7,054,300.00 | 6,168,881.00 | (885,419.00) |
| Transfer to/ (from) Reserves | 272,354.38 | 1,222,330.00 | 912,230.00 | 1,634,800.00 | 722,570.00 |
| Transfer Between Funds | (2,948,831.52) | (3,825,701.69) | (3,827,276.00) | (3,026,432.00) | 800,844.00 |
| Total Transfer | 7,874,205.97 | 4,465,928.31 | 4,139,254.00 | 4,777,249.00 | 637,995.00 |
| Surplus / (Deficit) | \$19,784,779.23 | \$21,494,823.69 | \$21,395,622.93 | \$21,936,047.00 | \$540,424.07 |

Appendix C - Divisional Summary & Detail

General Government Divisional Detail

City of Port Colborne
2024 Operating Budget

| | Global Revenue | | | | |
|-----------------------------------|-----------------------|----------------------|----------------------|----------------------------|--|
| | 2022 | 2023 | 2023 | 2024 | Variance |
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Investment Income | \$604,671.87 | \$1,200,000.00 | \$800,000.00 | \$1,071,418.00 | \$271,418.00 |
| Lease Income | 51,726.00 | 35,420.00 | 38,600.00 | 35,600.00 | (3,000.00) |
| Rentals | 20,610.92 | 24,400.00 | 18,000.00 | 18,000.00 | |
| Other Revenue | 2,189,805.45 | 27,700.00 | | | |
| Provincial Offences Act | (5,080.83) | | 20,000.00 | 2,000.00 | (18,000.00) |
| Grant - Federal | 27,080.00 | 10,850.00 | | | |
| Grant - Provincial | 2,569,900.00 | 2,611,500.00 | 2,611,500.00 | 2,611,500.00 | |
| Penalties and Interest | 565,073.38 | 618,600.00 | 420,000.00 | 439,000.00 | 19,000.00 |
| Property Taxes | 21,897,527.34 | 23,210,200.00 | 23,186,500.00 | 24,693,620.00 | 1,507,120.00 |
| Payment In lieu | 318,397.69 | 329,300.00 | 311,600.00 | 330,000.00 | 18,400.00 |
| Supplemental Tax | 291,594.67 | 200,000.00 | 150,000.00 | 185,200.00 | 35,200.00 |
| Total Revenue | 28,531,306.49 | 28,267,970.00 | 27,556,200.00 | 29,386,338.00 | 1,830,138.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 395,915.90 | 385,500.00 | | | |
| Overtime Pay | | 21,000.00 | | | |
| Employee Benefits | (432,596.45) | (400,000.00) | (400,000.00) | (628,000.00) | (228,000.00) |
| Subtotal Personnel Expense | (36,680.55) | 6,500.00 | (400,000.00) | (628,000.00) | (228,000.00) |
| Operating Expense | | | | | |
| PAP / Online Incentives | 4,590.00 | 40,000.00 | 10,000.00 | 10,000.00 | |
| Reassessment/Uncollectable | 300,247.33 | 232,000.00 | 232,000.00 | 246,900.00 | 14,900.00 |
| Property Taxes - Rebates | 17,748.77 | 18,000.00 | 30,000.00 | 18,000.00 | (12,000.00) |
| Tax Incentive Grants | 25,453.00 | 10,500.00 | 40,000.00 | 19,000.00 | (21,000.00) |
| Subtotal Operating Expense | 348,039.10 | 300,500.00 | 312,000.00 | 293,900.00 | (18,100.00) |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|------------------------|------------------------|------------------------|------------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Total Expense | 311,358.55 | 307,000.00 | (88,000.00) | (334,100.00) | (246,100.00) |
| Surplus/(Deficit) Before Allocation | 28,219,947.94 | 27,960,970.00 | 27,644,200.00 | 29,720,438.00 | 2,076,238.00 |
| Allocation:SSE | (17,400.00) | (119,068.00) | (119,068.00) | (118,600.00) | 468.00 |
| Surplus/(Deficit) After Allocation | 28,237,347.94 | 28,080,038.00 | 27,763,268.00 | 29,839,038.00 | 2,075,770.00 |
| Transfer to/ (from) Reserves | 3,099,944.73 | 1,130,700.00 | 820,600.00 | 1,314,700.00 | 494,100.00 |
| Total Transfer | 3,099,944.73 | 1,130,700.00 | 820,600.00 | 1,314,700.00 | 494,100.00 |
| Surplus / (Deficit) | \$25,137,403.21 | \$26,949,338.00 | \$26,942,668.00 | \$28,524,338.00 | \$1,581,670.00 |

**City of Port Colborne
2024 Operating Budget
Capital - Non-Debt Funding**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Donations | \$176,584.13 | | | | |
| Other Revenue | | 15,000.00 | | | |
| Grants - Other | 150,255.10 | 250,255.00 | 250,255.00 | 150,255.00 | (100,000.00) |
| Grant - Federal | 1,355,577.60 | 580,577.00 | 580,577.00 | 580,577.00 | |
| Grant - Provincial | 2,093,650.00 | 900,817.00 | 900,817.00 | 1,035,940.00 | 135,123.00 |
| Total Revenue | 3,776,066.83 | 1,746,649.00 | 1,731,649.00 | 1,766,772.00 | 35,123.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| <hr/> | | | | | |
| <hr/> | | | | | |
| <hr/> | | | | | |
| Surplus/(Deficit) Before Allocation | 3,776,066.83 | 1,746,649.00 | 1,731,649.00 | 1,766,772.00 | 35,123.00 |
| Allocation:Between Departments | | (127,000.00) | (127,000.00) | | 127,000.00 |
| Surplus/(Deficit) After Allocation | 3,776,066.83 | 1,873,649.00 | 1,858,649.00 | 1,766,772.00 | (91,877.00) |
| Transfer to/ (from) Capital | 10,550,683.11 | 7,069,300.00 | 7,054,300.00 | 6,168,881.00 | (885,419.00) |
| Transfer to/ (from) Reserves | (2,965,208.36) | (8,000.00) | (8,000.00) | 320,100.00 | 328,100.00 |
| Transfer Between Funds | (1,779,738.92) | (2,511,200.00) | (2,511,200.00) | (896,700.00) | 1,614,500.00 |
| Total Transfer | 5,805,735.83 | 4,550,100.00 | 4,535,100.00 | 5,592,281.00 | 1,057,181.00 |
| Surplus / (Deficit) | (\$2,029,669.00) | (\$2,676,451.00) | (\$2,676,451.00) | (\$3,825,509.00) | (\$1,149,058.00) |

City of Port Colborne
2024 Operating Budget
Capital - Borrowing Costs

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Cost of Borrowing Ext Interest | \$902,403.75 | \$878,100.00 | \$878,100.00 | \$1,350,300.00 | \$472,200.00 |
| Cost of Borrowing Ext Principl | 1,419,178.01 | 1,288,800.00 | 1,288,800.00 | 1,295,400.00 | 6,600.00 |
| Subtotal Operating Expense | 2,321,581.76 | 2,166,900.00 | 2,166,900.00 | 2,645,700.00 | 478,800.00 |
| Total Expense | 2,321,581.76 | 2,166,900.00 | 2,166,900.00 | 2,645,700.00 | 478,800.00 |
| Surplus/(Deficit) Before Allocation | (2,321,581.76) | (2,166,900.00) | (2,166,900.00) | (2,645,700.00) | (478,800.00) |
| Surplus/(Deficit) After Allocation | (2,321,581.76) | (2,166,900.00) | (2,166,900.00) | (2,645,700.00) | (478,800.00) |
| Transfer Between Funds | (895,785.00) | (895,481.00) | (895,481.00) | (1,546,000.00) | (650,519.00) |
| Total Transfer | (895,785.00) | (895,481.00) | (895,481.00) | (1,546,000.00) | (650,519.00) |
| Surplus / (Deficit) | (\$1,425,796.76) | (\$1,271,419.00) | (\$1,271,419.00) | (\$1,099,700.00) | \$171,719.00 |

**City of Port Colborne
2024 Operating Budget**

| | Global Facilities | | | | |
|--|--------------------------|-----------------------|-----------------------|----------------------------|--|
| | 2022 | 2023 | 2023 | 2024 | Variance |
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Contract Services | \$355,332.51 | \$367,200.00 | \$513,400.00 | \$513,400.00 | |
| Equipment - Purchase | 30,085.50 | | | | |
| Equipment - Rental | 3,609.49 | 10,000.00 | 11,500.00 | 11,500.00 | |
| Land Leases | 48,703.58 | 49,400.00 | 44,400.00 | 44,400.00 | |
| R&M - Consumables and Parts | 195,622.16 | 127,400.00 | 184,650.00 | 184,650.00 | |
| R&M - External Contractor | 254,940.11 | 214,500.00 | | | |
| Utilities - Gas | 190,300.75 | 195,500.00 | 205,155.50 | 254,300.00 | 49,144.50 |
| Utilities - Hydro | 807,724.93 | 909,500.00 | 924,235.00 | 949,300.00 | 25,065.00 |
| Utilities - Water | 194,648.73 | 204,500.00 | 230,275.00 | 221,460.00 | (8,815.00) |
| Subtotal Operating Expense | 2,080,967.76 | 2,078,000.00 | 2,113,615.50 | 2,179,010.00 | 65,394.50 |
| Total Expense | 2,080,967.76 | 2,078,000.00 | 2,113,615.50 | 2,179,010.00 | 65,394.50 |
| Surplus/(Deficit) Before Allocation | (2,080,967.76) | (2,078,000.00) | (2,113,615.50) | (2,179,010.00) | (65,394.50) |
| Allocation:Between Departments | (1,749,392.30) | (1,766,652.00) | (1,783,254.35) | (1,857,450.00) | (74,195.65) |
| Allocation:SSE | (158,744.89) | (158,894.00) | (176,793.58) | (159,814.00) | 16,979.58 |
| Surplus/(Deficit) After Allocation | (172,830.57) | (152,454.00) | (153,567.57) | (161,746.00) | (8,178.43) |
| Transfer to/ (from) Reserves | (21,878.40) | | | | |
| Transfer Between Funds | (150,952.17) | (152,454.00) | (153,567.57) | (161,746.00) | (8,178.43) |
| Total Transfer | (172,830.57) | (152,454.00) | (153,567.57) | (161,746.00) | (8,178.43) |

**City of Port Colborne
2024 Operating Budget**

| | Global Fleet | | | | |
|--|---------------------|---------------------|---------------------|---------------------|--------------------------------|
| | 2022 | 2023 | 2023 | 2024 | Variance |
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Other Revenue | \$40,588.00 | | | | |
| Fees | 307.77 | | | | |
| Total Revenue | 40,895.77 | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Operating Expense | | | | | |
| Auto - Fuel | 309,145.83 | 303,300.00 | 326,980.00 | 303,300.00 | (23,680.00) |
| Contract Services | 26,968.82 | 8,500.00 | 204,500.00 | 8,500.00 | (196,000.00) |
| Equipment - Rental | 217,021.71 | 100,000.00 | 100,000.00 | 100,000.00 | |
| R&M - External Contractor | 78,069.48 | 126,600.00 | | 126,600.00 | 126,600.00 |
| R&M - Auto | 199,919.36 | 205,700.00 | 170,000.00 | 195,700.00 | 25,700.00 |
| Telephone/Internet | 24,297.07 | 27,200.00 | 24,800.00 | 27,200.00 | 2,400.00 |
| Subtotal Operating Expense | 855,422.27 | 771,300.00 | 826,280.00 | 761,300.00 | (64,980.00) |
| Total Expense | 855,422.27 | 771,300.00 | 826,280.00 | 761,300.00 | (64,980.00) |
| Surplus/(Deficit) Before Allocation | (814,526.50) | (771,300.00) | (826,280.00) | (761,300.00) | 64,980.00 |
| Allocation:Between Departments | (892,784.44) | (804,867.00) | (873,654.25) | (688,448.00) | 185,206.25 |
| Allocation:SSE | | (9,729.00) | | (23,839.00) | (23,839.00) |
| Surplus/(Deficit) After Allocation | 78,257.94 | 43,296.00 | 47,374.25 | (49,013.00) | (96,387.25) |
| Transfer to/ (from) Reserves | 159,496.41 | 99,630.00 | 99,630.00 | | (99,630.00) |
| Transfer Between Funds | (81,238.47) | (56,334.00) | (52,255.75) | (49,013.00) | 3,242.75 |
| Total Transfer | 78,257.94 | 43,296.00 | 47,374.25 | (49,013.00) | (96,387.25) |

City of Port Colborne 2024 Operating Budget

Global Operations

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Other Revenue | \$6,722.94 | \$10,000.00 | \$10,000.00 | \$10,000.00 | |
| Fees | | 3,800.00 | | | |
| Total Revenue | 6,722.94 | 13,800.00 | 10,000.00 | 10,000.00 | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Operating Expense | | | | | |
| Association/Membership Fees | 12,606.54 | 12,000.00 | 12,000.00 | 14,000.00 | 2,000.00 |
| Computer Software | 409,346.17 | 384,700.00 | 450,000.00 | 545,000.00 | 95,000.00 |
| Contract Services | 143,868.90 | 101,400.00 | 94,000.00 | 160,000.00 | 66,000.00 |
| Credit Card Fees | 140,310.49 | 140,000.00 | 140,000.00 | 140,000.00 | |
| Equipment - Purchase | 7,076.95 | | | | |
| Financial Expenses | 10,298.30 | 10,000.00 | 7,000.00 | 7,000.00 | |
| Insurance - Contract | 713,190.87 | 766,500.00 | 784,400.00 | 902,100.00 | 117,700.00 |
| Insurance Ded and Adm cost | 107,341.43 | 110,000.00 | 150,000.00 | 150,000.00 | |
| Protective & Uniform Clothing | 26,822.46 | 30,000.00 | 30,000.00 | 30,000.00 | |
| R&M - Consumables and Parts | 1,444.32 | 5,000.00 | | 5,000.00 | 5,000.00 |
| Staff Training & Development | 113,910.41 | 130,000.00 | 112,200.00 | 140,200.00 | 28,000.00 |
| SME - Consultants | 42,113.02 | | | | |
| Subject Matter Experts - Legal | 355,772.67 | 220,000.00 | 250,000.00 | 250,000.00 | |
| Telephone/Internet | 118,510.27 | 67,500.00 | 85,000.00 | 55,000.00 | (30,000.00) |
| Subtotal Operating Expense | 2,202,612.80 | 1,977,100.00 | 2,114,600.00 | 2,398,300.00 | 283,700.00 |
| Total Expense | 2,202,612.80 | 1,977,100.00 | 2,114,600.00 | 2,398,300.00 | 283,700.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (2,195,889.86) | (1,963,300.00) | (2,104,600.00) | (2,388,300.00) | (283,700.00) |
| Allocation:Between Departments | (37,555.61) | (37,594.00) | (42,021.75) | (112,367.00) | (70,345.25) |
| Allocation:SSE | (220,059.07) | (208,829.00) | (248,631.50) | (239,878.00) | 8,753.50 |
| Surplus/(Deficit) After Allocation | (1,938,275.18) | (1,716,877.00) | (1,813,946.75) | (2,036,055.00) | (222,108.25) |
| Transfer Between Funds | (41,116.96) | (210,232.69) | (214,771.68) | (372,973.00) | (158,201.32) |
| Total Transfer | (41,116.96) | (210,232.69) | (214,771.68) | (372,973.00) | (158,201.32) |
| Surplus / (Deficit) | (\$1,897,158.22) | (\$1,506,644.31) | (\$1,599,175.07) | (\$1,663,082.00) | (\$63,906.93) |

Appendix C - Divisional Summary & Detail

Programs, Grants and Activities (PGA) Divisional Summary

CITY OF PORT COLBORNE
2024 Budget - Programs, Grants and Activities (PGA) Divisional Summary

| | Airport | Animal Control | Canal Days | CIP Incentives | Community EV Charging Stations | Community Events | Community Grants | Crossing Guards | Fishing Tournament |
|-----------------------------------|----------------|-----------------------|-------------------|-----------------------|---------------------------------------|-------------------------|-------------------------|------------------------|---------------------------|
| Revenue | | | | | | | | | |
| Advertising and Sponsorship | | | \$200,000 | | | \$21,000 | | | |
| Donations | | | 20,000 | | | | | | |
| Lease Income | | | | | | | | | |
| Other Revenue | | | 10,000 | | | | | | |
| Fees | | | 150,000 | | | | | | |
| Grants - Other | | | 100,000 | | | 15,000 | | | |
| Sales | | | 300,000 | | | | | | |
| MAT Tax | | | 20,000 | | | | | | 20,000 |
| Total Revenue | | | 800,000 | | | 36,000 | | | 20,000 |
| Expense | | | | | | | | | |
| Personnel Expense | | | | | | | | | |
| Salaries and Wages - Part Time | | | | | | | | 268,400 | |
| Employee Benefits | | | | | | | | 29,600 | |
| Subtotal Personnel Expense | | | | | | | | 298,000 | |
| Operating Expense | | | | | | | | | |
| Comm and Public Relations | | | 60,000 | 10,000 | | 10,000 | | | |
| Contract Services | 32,500 | 197,400 | 180,000 | | | 76,300 | | | |
| Cost of of Goods Sold | | | 150,000 | | | | | | |
| Equipment - Rental | | | 70,000 | | | | | | |
| Financial Expenses | | | 5,900 | | | | | | |
| Grants and Sponsorship Expense | | | 43,000 | 236,900 | | | 108,200 | | 15,000 |
| Hospitality Expense | | | | | | 12,000 | | | |
| Office Supplies | | | | | | | | 250 | |
| Program Supplies | | | 485,000 | | | 20,000 | | 1,000 | |
| Protective & Uniform Clothing | | | | | | | | 3,000 | |
| R&M - Grounds | | | 20,000 | | | | | | |
| R&M - Consumables and Parts | | | | | 20,000 | | | 1,000 | |

| | Airport | Animal Control | Canal Days | CIP Incentives | Community EV Charging Stations | Community Events | Community Grants | Crossing Guards | Fishing Tournament |
|--|-------------------|--------------------|--------------------|--------------------|--------------------------------|--------------------|--------------------|--------------------|--------------------|
| Staff Training & Development | | | | | | | | 5,400 | |
| SME - Consultants | | | | | | | | | |
| Travel | | | | | | | | 2,700 | |
| Utilities - Hydro | | | 2,000 | | | | | | |
| Subtotal Operating Expense | 32,500 | 197,400 | 1,015,900 | 246,900 | 20,000 | 118,300 | 108,200 | 13,350 | 15,000 |
| Total Expense | 32,500 | 197,400 | 1,015,900 | 246,900 | 20,000 | 118,300 | 108,200 | 311,350 | 15,000 |
| Surplus/(Deficit) Before Allocati | (32,500) | (197,400) | (215,900) | (246,900) | (20,000) | (82,300) | (108,200) | (311,350) | 5,000 |
| Allocation:Between Departments | | 3,914 | 157,048 | | | 68,950 | 22,884 | 564 | |
| Allocation:SSE | | | | | | | | | 5,000 |
| Surplus/(Deficit) After Allocati | (32,500) | (201,314) | (372,948) | (246,900) | (20,000) | (151,250) | (131,084) | (311,914) | |
| Transfer to/ (from) Reserves | | | | | | | | | |
| Total Transfer | | | | | | | | | |
| Surplus / (Deficit) | (\$32,500) | (\$201,314) | (\$372,948) | (\$246,900) | (\$20,000) | (\$151,250) | (\$131,084) | (\$311,914) | |

| | Goderich Elevator | Municipal Election | Outdoor Vendors | Physician Recruitment | Residential Rebates | Showboat Lighthouse | SportsFest | Total 2024 PGA Budget |
|-----------------------------------|------------------------------|-------------------------------|----------------------------|----------------------------------|--------------------------------|--------------------------------|-------------------|--------------------------------------|
| Revenue | | | | | | | | |
| Advertising and Sponsorship | | | | | | | \$500 | \$221,500 |
| Donations | | | | | | | | 20,000 |
| Lease Income | 150,000 | | 6,000 | | | | | 156,000 |
| Other Revenue | | | | | | | | 10,000 |
| Fees | | | | | | | 14,000 | 164,000 |
| Grants - Other | | | | | | | | 115,000 |
| Sales | | | | | | | | 300,000 |
| MAT Tax | | | | | | | | 40,000 |
| Total Revenue | 150,000 | | 6,000 | | | | 14,500 | 1,026,500 |
| Expense | | | | | | | | |
| Personnel Expense | | | | | | | | |
| Salaries and Wages - Part Time | | | | | | | | 268,400 |
| Employee Benefits | | | | | | | | 29,600 |
| Subtotal Personnel Expense | | | | | | | | 298,000 |
| Operating Expense | | | | | | | | |
| Comm and Public Relations | | | | | | | 2,000 | 82,000 |
| Contract Services | | | | | | | | 486,200 |
| Cost of of Goods Sold | | | | | | | | 150,000 |
| Equipment - Rental | | | | | | | | 70,000 |
| Financial Expenses | | | | | | | | 5,900 |
| Grants and Sponsorship Expense | | | | 204,000 | 10,000 | 25,500 | | 642,600 |
| Hospitality Expense | | | | 2,000 | | | | 14,000 |
| Office Supplies | | | | | | | | 250 |
| Program Supplies | | | 2,000 | | | | 7,000 | 515,000 |
| Protective & Uniform Clothing | | | | | | | | 3,000 |
| R&M - Grounds | 85,000 | | | | | | | 105,000 |
| R&M - Consumables and Parts | | | | | | | | 21,000 |

| | Goderich Elevator | Municipal Election | Outdoor Vendors | Physician Recruitment | Residential Rebates | Showboat Lighthouse | SportsFest | Total 2024 PGA Budget |
|--|------------------------------|-------------------------------|----------------------------|----------------------------------|--------------------------------|--------------------------------|-------------------|--------------------------------------|
| Staff Training & Development | | | | | | | | 5,400 |
| SME - Consultants | | | | 4,000 | | | | 4,000 |
| Travel | | | | | | | | 2,700 |
| Utilities - Hydro | | | | | | | | 2,000 |
| Subtotal Operating Expense | 85,000 | | 2,000 | 210,000 | 10,000 | 25,500 | 9,000 | 2,109,050 |
| Total Expense | 85,000 | | 2,000 | 210,000 | 10,000 | 25,500 | 9,000 | 2,407,050 |
| Surplus/(Deficit) Before Allocati | 65,000 | | 4,000 | (210,000) | (10,000) | (25,500) | 5,500 | (1,380,550) |
| Allocation:Between Departments | | | | | | | (5,500) | 247,860 |
| Allocation:SSE | | | | | | | | 5,000 |
| Surplus/(Deficit) After Allocati | 65,000 | | 4,000 | (210,000) | (10,000) | (25,500) | 11,000 | (1,633,410) |
| Transfer to/ (from) Reserves | | 50,000 | | | | | | 50,000 |
| Total Transfer | | 50,000 | | | | | | 50,000 |
| Surplus / (Deficit) | \$65,000 | (\$50,000) | \$4,000 | (\$210,000) | (\$10,000) | (\$25,500) | \$11,000 | (\$1,683,410) |

City of Port Colborne
2024 Operating Budget
Programs, Grants & Activities

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|---------------------|---------------------|-------------------|---------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Advertising and Sponsorship | \$118,946.97 | \$120,450.00 | \$135,500.00 | \$221,500.00 | \$86,000.00 |
| Donations | 27,051.15 | 38,690.00 | 30,000.00 | 20,000.00 | (10,000.00) |
| Lease Income | 160,000.00 | 154,000.00 | 165,000.00 | 156,000.00 | (9,000.00) |
| Rentals | 250.00 | | | | |
| Other Revenue | 92,413.24 | 27,400.00 | 44,000.00 | 10,000.00 | (34,000.00) |
| Fees | 82,904.58 | 140,800.00 | 109,500.00 | 164,000.00 | 54,500.00 |
| Grants - Other | 268,927.35 | 87,000.00 | 147,200.00 | 115,000.00 | (32,200.00) |
| Grant - Federal | | 15,000.00 | | | |
| Grant - Provincial | 445,718.20 | 15,000.00 | | | |
| Sales | 281,506.45 | 859,500.00 | 321,600.00 | 300,000.00 | (21,600.00) |
| MAT Tax | | 40,000.00 | 45,000.00 | 40,000.00 | (5,000.00) |
| Total Revenue | 1,477,717.94 | 1,497,840.00 | 997,800.00 | 1,026,500.00 | 28,700.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Part Time | 236,118.33 | 203,400.00 | 297,800.00 | 268,400.00 | (29,400.00) |
| Honourariums | 13,375.00 | | | | |
| Employee Benefits | 24,937.81 | 24,400.00 | 54,600.00 | 29,600.00 | (25,000.00) |
| Subtotal Personnel Expense | 274,431.14 | 227,800.00 | 352,400.00 | 298,000.00 | (54,400.00) |
| Operating Expense | | | | | |
| Cleaning Supplies | 355.04 | | | | |
| Comm and Public Relations | 86,825.53 | 98,400.00 | 77,000.00 | 82,000.00 | 5,000.00 |
| Computer Software | 47,613.37 | 2,500.00 | | | |
| Contract Services | 805,068.32 | 1,530,700.00 | 394,400.00 | 486,200.00 | 91,800.00 |
| Cost of of Goods Sold | 171,163.33 | 163,400.00 | 158,400.00 | 150,000.00 | (8,400.00) |
| Equipment - Purchase | 69,571.87 | 3,500.00 | | | |
| Equipment - Rental | 97,818.86 | 67,700.00 | 49,500.00 | 70,000.00 | 20,500.00 |
| Financial Expenses | 3,579.84 | 1,200.00 | 5,900.00 | 5,900.00 | |
| Grants and Sponsorship Expense | 508,895.29 | 397,000.00 | 484,800.00 | 642,600.00 | 157,800.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|-------------------------|------------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Hospitality Expense | 567.39 | | | 14,000.00 | 14,000.00 |
| Office Supplies | 2,446.10 | | 250.00 | 250.00 | |
| Postage & Courier | 7,842.76 | | | | |
| Program Supplies | 539,927.60 | 541,200.00 | 489,600.00 | 515,000.00 | 25,400.00 |
| Protective & Uniform Clothing | 8,952.28 | 3,000.00 | 3,000.00 | 3,000.00 | |
| R&M - Grounds | 101,503.71 | 105,400.00 | 105,000.00 | 105,000.00 | |
| R&M - Consumables and Parts | 357.72 | 31,600.00 | | 21,000.00 | 21,000.00 |
| Staff Training & Development | 692.93 | 5,400.00 | 7,400.00 | 5,400.00 | (2,000.00) |
| SME - Consultants | 65,056.43 | 66,000.00 | | 4,000.00 | 4,000.00 |
| Subject Matter Experts - Legal | 4,344.05 | 11,400.00 | | | |
| Telephone/Internet | 324.44 | 100.00 | | | |
| Travel | 118.09 | 2,700.00 | 1,500.00 | 2,700.00 | 1,200.00 |
| Utilities - Hydro | 422.76 | | 22,000.00 | 2,000.00 | (20,000.00) |
| Subtotal Operating Expense | 2,523,447.71 | 3,031,200.00 | 1,798,750.00 | 2,109,050.00 | 310,300.00 |
| Total Expense | 2,797,878.85 | 3,259,000.00 | 2,151,150.00 | 2,407,050.00 | 255,900.00 |
| Surplus/(Deficit) Before Allocation | (1,320,160.91) | (1,761,160.00) | (1,153,350.00) | (1,380,550.00) | (227,200.00) |
| Allocation:Between Departments | 448,058.66 | 157,888.00 | 260,212.52 | 247,860.00 | (12,352.52) |
| Allocation:SSE | | | | 5,000.00 | 5,000.00 |
| Surplus/(Deficit) After Allocation | (1,768,219.57) | (1,919,048.00) | (1,413,562.52) | (1,633,410.00) | (219,847.48) |
| Transfer to/ (from) Reserves | (551,042.55) | (492,560.00) | 2,500.00 | 50,000.00 | 47,500.00 |
| Total Transfer | (551,042.55) | (492,560.00) | 2,500.00 | 50,000.00 | 47,500.00 |
| Surplus / (Deficit) | (\$1,217,177.02) | (\$1,426,488.00) | (\$1,416,062.52) | (\$1,683,410.00) | (\$267,347.48) |

Appendix C - Divisional Summary & Detail

Programs, Grants and Activities (PGA) Divisional Detail

**City of Port Colborne
2024 Operating Budget**

Crossing Guards

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Part Time | \$195,987.33 | \$203,400.00 | \$297,800.00 | \$268,400.00 | (\$29,400.00) |
| Employee Benefits | 21,014.37 | 24,400.00 | 54,600.00 | 29,600.00 | (25,000.00) |
| Subtotal Personnel Expense | 217,001.70 | 227,800.00 | 352,400.00 | 298,000.00 | (54,400.00) |
| Operating Expense | | | | | |
| Office Supplies | 60.03 | | 250.00 | 250.00 | |
| Program Supplies | 356.90 | | 1,000.00 | 1,000.00 | |
| Protective & Uniform Clothing | 1,918.91 | 3,000.00 | 3,000.00 | 3,000.00 | |
| R&M - Consumables and Parts | 357.72 | 1,000.00 | | 1,000.00 | 1,000.00 |
| Staff Training & Development | 692.93 | 5,400.00 | 7,400.00 | 5,400.00 | (2,000.00) |
| Travel | | 2,700.00 | 1,500.00 | 2,700.00 | 1,200.00 |
| Subtotal Operating Expense | 3,386.49 | 12,100.00 | 13,150.00 | 13,350.00 | 200.00 |
| Total Expense | 220,388.19 | 239,900.00 | 365,550.00 | 311,350.00 | (54,200.00) |
| Surplus/(Deficit) Before Allocation | (220,388.19) | (239,900.00) | (365,550.00) | (311,350.00) | 54,200.00 |
| Allocation:Between Departments | 88,530.00 | 776.00 | | 564.00 | 564.00 |
| Surplus/(Deficit) After Allocation | (308,918.19) | (240,676.00) | (365,550.00) | (311,914.00) | 53,636.00 |
| Surplus / (Deficit) | (\$308,918.19) | (\$240,676.00) | (\$365,550.00) | (\$311,914.00) | \$53,636.00 |

**City of Port Colborne
2024 Operating Budget**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|----------------------|----------------------|----------------------|----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Contract Services | \$29,406.00 | \$31,000.00 | \$30,000.00 | \$32,500.00 | \$2,500.00 |
| Subtotal Operating Expense | 29,406.00 | 31,000.00 | 30,000.00 | 32,500.00 | 2,500.00 |
| Total Expense | 29,406.00 | 31,000.00 | 30,000.00 | 32,500.00 | 2,500.00 |
| Surplus/(Deficit) Before Allocation | (29,406.00) | (31,000.00) | (30,000.00) | (32,500.00) | (2,500.00) |
| Surplus/(Deficit) After Allocation | (29,406.00) | (31,000.00) | (30,000.00) | (32,500.00) | (2,500.00) |
| <hr/> | | | | | |
| Surplus / (Deficit) | (\$29,406.00) | (\$31,000.00) | (\$30,000.00) | (\$32,500.00) | (\$2,500.00) |

**City of Port Colborne
2024 Operating Budget**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Contract Services | \$188,179.83 | \$189,700.00 | \$197,400.00 | \$197,400.00 | |
| Subtotal Operating Expense | 188,179.83 | 189,700.00 | 197,400.00 | 197,400.00 | |
| Total Expense | 188,179.83 | 189,700.00 | 197,400.00 | 197,400.00 | |
| Surplus/(Deficit) Before Allocation | (188,179.83) | (189,700.00) | (197,400.00) | (197,400.00) | |
| Allocation:Between Departments | 4,374.02 | 3,822.00 | 6,201.92 | 3,914.00 | (2,287.92) |
| Surplus/(Deficit) After Allocation | (192,553.85) | (193,522.00) | (203,601.92) | (201,314.00) | 2,287.92 |
| <hr/> | | | | | |
| Surplus / (Deficit) | (\$192,553.85) | (\$193,522.00) | (\$203,601.92) | (\$201,314.00) | \$2,287.92 |

**City of Port Colborne
2024 Operating Budget**

| | Canal Days | | | | |
|-----------------------------------|-------------------|-------------------|-------------------|----------------------------|--|
| | 2022 | 2023 | 2023 | 2024 | Variance |
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Advertising and Sponsorship | \$86,946.97 | \$120,000.00 | \$130,000.00 | \$200,000.00 | \$70,000.00 |
| Donations | 27,051.15 | 13,200.00 | 30,000.00 | 20,000.00 | (10,000.00) |
| Other Revenue | 38,508.24 | 14,900.00 | 44,000.00 | 10,000.00 | (34,000.00) |
| Fees | 82,975.00 | 126,700.00 | 99,000.00 | 150,000.00 | 51,000.00 |
| Grants - Other | 242,927.35 | 87,000.00 | 131,200.00 | 100,000.00 | (31,200.00) |
| Sales | 281,478.54 | 309,600.00 | 321,600.00 | 300,000.00 | (21,600.00) |
| MAT Tax | | 20,000.00 | 20,000.00 | 20,000.00 | |
| Total Revenue | 759,887.25 | 691,400.00 | 775,800.00 | 800,000.00 | 24,200.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Operating Expense | | | | | |
| Comm and Public Relations | 72,700.77 | 70,700.00 | 60,000.00 | 60,000.00 | |
| Contract Services | 172,923.43 | 150,100.00 | 167,000.00 | 180,000.00 | 13,000.00 |
| Cost of of Goods Sold | 171,163.33 | 163,400.00 | 158,400.00 | 150,000.00 | (8,400.00) |
| Equipment - Purchase | 34,841.07 | 3,500.00 | | | |
| Equipment - Rental | 54,540.33 | 57,700.00 | 49,500.00 | 70,000.00 | 20,500.00 |
| Financial Expenses | 3,579.84 | 1,200.00 | 5,900.00 | 5,900.00 | |
| Grants and Sponsorship Expense | 8,525.57 | 600.00 | 10,000.00 | 43,000.00 | 33,000.00 |
| Program Supplies | 433,900.77 | 473,200.00 | 403,000.00 | 485,000.00 | 82,000.00 |
| R&M - Grounds | 23,656.73 | 20,400.00 | 20,000.00 | 20,000.00 | |
| R&M - Consumables and Parts | | 600.00 | | | |
| Utilities - Hydro | 422.76 | | 2,000.00 | 2,000.00 | |
| Subtotal Operating Expense | 976,254.60 | 941,400.00 | 875,800.00 | 1,015,900.00 | 140,100.00 |
| Total Expense | 976,254.60 | 941,400.00 | 875,800.00 | 1,015,900.00 | 140,100.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|------------------------|------------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (216,367.35) | (250,000.00) | (100,000.00) | (215,900.00) | (115,900.00) |
| Allocation:Between Departments | 65,821.26 | 69,398.00 | 120,061.20 | 157,048.00 | 36,986.80 |
| Surplus/(Deficit) After Allocation | (282,188.61) | (319,398.00) | (220,061.20) | (372,948.00) | (152,886.80) |
| Transfer to/ (from) Reserves | (30,000.00) | | | | |
| Total Transfer | (30,000.00) | | | | |
| Surplus / (Deficit) | (\$252,188.61) | (\$319,398.00) | (\$220,061.20) | (\$372,948.00) | (\$152,886.80) |

**City of Port Colborne
2024 Operating Budget**

| | CIP Incentives | | | | |
|--|-----------------------|-----------------------|-----------------------|----------------------------|--|
| | 2022 | 2023 | 2023 | 2024 | Variance |
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Other Revenue | \$44,155.00 | \$12,500.00 | | | |
| Total Revenue | 44,155.00 | 12,500.00 | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Operating Expense | | | | | |
| Comm and Public Relations | 707.23 | 15,000.00 | 15,000.00 | 10,000.00 | (5,000.00) |
| Grants and Sponsorship Expense | 126,813.06 | 185,000.00 | 172,500.00 | 236,900.00 | 64,400.00 |
| Subtotal Operating Expense | 127,520.29 | 200,000.00 | 187,500.00 | 246,900.00 | 59,400.00 |
| Total Expense | 127,520.29 | 200,000.00 | 187,500.00 | 246,900.00 | 59,400.00 |
| Surplus/(Deficit) Before Allocation | (83,365.29) | (187,500.00) | (187,500.00) | (246,900.00) | (59,400.00) |
| Surplus/(Deficit) After Allocation | (83,365.29) | (187,500.00) | (187,500.00) | (246,900.00) | (59,400.00) |
| Transfer to/ (from) Reserves | 41,634.71 | | | | |
| Total Transfer | 41,634.71 | | | | |
| Surplus / (Deficit) | (\$125,000.00) | (\$187,500.00) | (\$187,500.00) | (\$246,900.00) | (\$59,400.00) |

**City of Port Colborne
2024 Operating Budget
Community Events**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Advertising and Sponsorship Fees | | \$300.00 | \$5,000.00 | \$21,000.00 | \$16,000.00 |
| Grants - Other | 16,000.00 | | 2,000.00 | | (2,000.00) |
| Grant - Federal | | 15,000.00 | 16,000.00 | 15,000.00 | (1,000.00) |
| Total Revenue | 16,000.00 | 15,300.00 | 23,000.00 | 36,000.00 | 13,000.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Operating Expense | | | | | |
| Comm and Public Relations | | 5,000.00 | | 10,000.00 | 10,000.00 |
| Contract Services | 2,035.20 | 80,000.00 | | 76,300.00 | 76,300.00 |
| Equipment - Rental | | 4,000.00 | | | |
| Hospitality Expense | | | | 12,000.00 | 12,000.00 |
| Program Supplies | 49,657.87 | 60,000.00 | 76,600.00 | 20,000.00 | (56,600.00) |
| R&M - Grounds | 15,000.00 | | | | |
| Subtotal Operating Expense | 66,693.07 | 149,000.00 | 76,600.00 | 118,300.00 | 41,700.00 |
| Total Expense | 66,693.07 | 149,000.00 | 76,600.00 | 118,300.00 | 41,700.00 |
| Surplus/(Deficit) Before Allocation | (50,693.07) | (133,700.00) | (53,600.00) | (82,300.00) | (28,700.00) |
| Allocation:Between Departments | 52,097.02 | 49,240.00 | 84,954.32 | 68,950.00 | (16,004.32) |
| Surplus/(Deficit) After Allocation | (102,790.09) | (182,940.00) | (138,554.32) | (151,250.00) | (12,695.68) |
| Surplus / (Deficit) | (\$102,790.09) | (\$182,940.00) | (\$138,554.32) | (\$151,250.00) | (\$12,695.68) |

**City of Port Colborne
2024 Operating Budget
Community Grants**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Grants and Sponsorship Expense | \$134,651.00 | \$140,400.00 | \$134,800.00 | \$108,200.00 | (\$26,600.00) |
| Subtotal Operating Expense | 134,651.00 | 140,400.00 | 134,800.00 | 108,200.00 | (26,600.00) |
| Total Expense | 134,651.00 | 140,400.00 | 134,800.00 | 108,200.00 | (26,600.00) |
| Surplus/(Deficit) Before Allocation | (134,651.00) | (140,400.00) | (134,800.00) | (108,200.00) | 26,600.00 |
| Allocation:Between Departments | 25,592.10 | 22,342.00 | 27,756.49 | 22,884.00 | (4,872.49) |
| Surplus/(Deficit) After Allocation | (160,243.10) | (162,742.00) | (162,556.49) | (131,084.00) | 31,472.49 |
| Transfer to/ (from) Reserves | (10,801.00) | | | | |
| Total Transfer | (10,801.00) | | | | |
| Surplus / (Deficit) | (\$149,442.10) | (\$162,742.00) | (\$162,556.49) | (\$131,084.00) | \$31,472.49 |

**City of Port Colborne
2024 Operating Budget**

Residential Rebates

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------|---------------------|---------------------|----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Grants and Sponsorship Expense | \$600.00 | \$1,000.00 | \$1,000.00 | \$10,000.00 | \$9,000.00 |
| Subtotal Operating Expense | 600.00 | 1,000.00 | 1,000.00 | 10,000.00 | 9,000.00 |
| Total Expense | 600.00 | 1,000.00 | 1,000.00 | 10,000.00 | 9,000.00 |
| Surplus/(Deficit) Before Allocation | (600.00) | (1,000.00) | (1,000.00) | (10,000.00) | (9,000.00) |
| Surplus/(Deficit) After Allocation | (600.00) | (1,000.00) | (1,000.00) | (10,000.00) | (9,000.00) |
| <hr/> | | | | | |
| Surplus / (Deficit) | (\$600.00) | (\$1,000.00) | (\$1,000.00) | (\$10,000.00) | (\$9,000.00) |

**City of Port Colborne
2024 Operating Budget
Fishing Tournament**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|----------------------|-------------------|---------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Grants - Other | \$10,000.00 | | | | |
| MAT Tax | | 20,000.00 | 25,000.00 | 20,000.00 | (5,000.00) |
| Total Revenue | 10,000.00 | 20,000.00 | 25,000.00 | 20,000.00 | (5,000.00) |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Grants and Sponsorship Expense | 17,017.60 | 15,000.00 | 25,000.00 | 15,000.00 | (10,000.00) |
| Subtotal Operating Expense | 17,017.60 | 15,000.00 | 25,000.00 | 15,000.00 | (10,000.00) |
| Total Expense | 17,017.60 | 15,000.00 | 25,000.00 | 15,000.00 | (10,000.00) |
| Surplus/(Deficit) Before Allocation | (7,017.60) | 5,000.00 | | 5,000.00 | 5,000.00 |
| Allocation:Between Departments | 3,907.28 | 3,693.00 | 6,371.58 | | (6,371.58) |
| Allocation:SSE | | | | 5,000.00 | 5,000.00 |
| Surplus/(Deficit) After Allocation | (10,924.88) | 1,307.00 | (6,371.58) | | 6,371.58 |
| <hr/> | | | | | |
| Surplus / (Deficit) | (\$10,924.88) | \$1,307.00 | (\$6,371.58) | | \$6,371.58 |

**City of Port Colborne
2024 Operating Budget**

Outdoor Vendors

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------|-----------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Lease Income | \$10,000.00 | \$4,000.00 | \$15,000.00 | \$6,000.00 | (\$9,000.00) |
| Rentals | 250.00 | | | | |
| Other Revenue | 550.00 | | | | |
| Total Revenue | 10,800.00 | 4,000.00 | 15,000.00 | 6,000.00 | (9,000.00) |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Program Supplies | | 1,000.00 | 2,000.00 | 2,000.00 | |
| Subtotal Operating Expense | | 1,000.00 | 2,000.00 | 2,000.00 | |
| Total Expense | | 1,000.00 | 2,000.00 | 2,000.00 | |
| Surplus/(Deficit) Before Allocation | 10,800.00 | 3,000.00 | 13,000.00 | 4,000.00 | (9,000.00) |
| Allocation:Between Departments | 2,604.85 | 2,462.00 | 4,247.72 | | (4,247.72) |
| Surplus/(Deficit) After Allocation | 8,195.15 | 538.00 | 8,752.28 | 4,000.00 | (4,752.28) |
| <hr/> | | | | | |
| Surplus / (Deficit) | \$8,195.15 | \$538.00 | \$8,752.28 | \$4,000.00 | (\$4,752.28) |

**City of Port Colborne
2024 Operating Budget
Goderich Elevator**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|--------------------|--------------------|--------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Lease Income | \$150,000.00 | \$150,000.00 | \$150,000.00 | \$150,000.00 | |
| Total Revenue | 150,000.00 | 150,000.00 | 150,000.00 | 150,000.00 | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| R&M - Grounds | 62,846.98 | 85,000.00 | 85,000.00 | 85,000.00 | |
| Subtotal Operating Expense | 62,846.98 | 85,000.00 | 85,000.00 | 85,000.00 | |
| Total Expense | 62,846.98 | 85,000.00 | 85,000.00 | 85,000.00 | |
| Surplus/(Deficit) Before Allocation | 87,153.02 | 65,000.00 | 65,000.00 | 65,000.00 | |
| Surplus/(Deficit) After Allocation | 87,153.02 | 65,000.00 | 65,000.00 | 65,000.00 | |
| Transfer to/ (from) Reserves | 22,153.02 | | | | |
| Total Transfer | 22,153.02 | | | | |
| Surplus / (Deficit) | \$65,000.00 | \$65,000.00 | \$65,000.00 | \$65,000.00 | |

**City of Port Colborne
2024 Operating Budget**

Municipal Election

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|---------------------|-------------------|--------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Donations | | \$440.00 | | | |
| Total Revenue | | 440.00 | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Part Time | 40,131.00 | | | | |
| Honourariums | 13,375.00 | | | | |
| Employee Benefits | 3,923.44 | | | | |
| Subtotal Personnel Expense | 57,429.44 | | | | |
| Operating Expense | | | | | |
| Comm and Public Relations | 5,633.71 | | | | |
| Computer Software | | 2,500.00 | | | |
| Contract Services | 8,194.06 | | | | |
| Equipment - Purchase | 34,730.80 | | | | |
| Equipment - Rental | 43,278.53 | 6,000.00 | | | |
| Hospitality Expense | 567.39 | | | | |
| Office Supplies | 2,386.07 | | | | |
| Postage & Courier | 7,842.76 | | | | |
| Telephone/Internet | 324.44 | 100.00 | | | |
| Travel | 118.09 | | | | |
| Subtotal Operating Expense | 103,075.85 | 8,600.00 | | | |
| Total Expense | 160,505.29 | 8,600.00 | | | |
| Surplus/(Deficit) Before Allocation | (160,505.29) | (8,160.00) | | | |
| Surplus/(Deficit) After Allocation | (160,505.29) | (8,160.00) | | | |

Appendix C - Divisional Summary and Detail

| | 2022 | 2023 | 2023 | 2024 | Variance |
|------------------------------|----------------------|----------------------|----------------------|----------------------------|--|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Transfer to/ (from) Reserves | (118,587.94) | 31,840.00 | 40,000.00 | 50,000.00 | 10,000.00 |
| Total Transfer | (118,587.94) | 31,840.00 | 40,000.00 | 50,000.00 | 10,000.00 |
| Surplus / (Deficit) | (\$41,917.35) | (\$40,000.00) | (\$40,000.00) | (\$50,000.00) | (\$10,000.00) |

**City of Port Colborne
2024 Operating Budget
Physician Recruitment**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|----------------------|----------------------|----------------------|-----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Grants and Sponsorship Expense | \$195,848.06 | \$30,000.00 | \$116,500.00 | \$204,000.00 | \$87,500.00 |
| Hospitality Expense | | | | 2,000.00 | 2,000.00 |
| SME - Consultants | | | | 4,000.00 | 4,000.00 |
| Subtotal Operating Expense | 195,848.06 | 30,000.00 | 116,500.00 | 210,000.00 | 93,500.00 |
| Total Expense | 195,848.06 | 30,000.00 | 116,500.00 | 210,000.00 | 93,500.00 |
| Surplus/(Deficit) Before Allocation | (195,848.06) | (30,000.00) | (116,500.00) | (210,000.00) | (93,500.00) |
| Surplus/(Deficit) After Allocation | (195,848.06) | (30,000.00) | (116,500.00) | (210,000.00) | (93,500.00) |
| Transfer to/ (from) Reserves | (108,848.06) | 49,000.00 | (37,500.00) | | 37,500.00 |
| Total Transfer | (108,848.06) | 49,000.00 | (37,500.00) | | 37,500.00 |
| Surplus / (Deficit) | (\$87,000.00) | (\$79,000.00) | (\$79,000.00) | (\$210,000.00) | (\$131,000.00) |

**City of Port Colborne
2024 Operating Budget
Showboat - Lighthouse**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|----------------------|----------------------|----------------------|----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Grants and Sponsorship Expense | \$25,440.00 | \$25,000.00 | \$25,000.00 | \$25,500.00 | \$500.00 |
| Subtotal Operating Expense | 25,440.00 | 25,000.00 | 25,000.00 | 25,500.00 | 500.00 |
| Total Expense | 25,440.00 | 25,000.00 | 25,000.00 | 25,500.00 | 500.00 |
| Surplus/(Deficit) Before Allocation | (25,440.00) | (25,000.00) | (25,000.00) | (25,500.00) | (500.00) |
| Surplus/(Deficit) After Allocation | (25,440.00) | (25,000.00) | (25,000.00) | (25,500.00) | (500.00) |
| <hr/> | | | | | |
| Surplus / (Deficit) | (\$25,440.00) | (\$25,000.00) | (\$25,000.00) | (\$25,500.00) | (\$500.00) |

**City of Port Colborne
2024 Operating Budget**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|--------------------|-------------------|----------------------|----------------------------|--|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Advertising and Sponsorship | \$32,000.00 | \$150.00 | \$500.00 | \$500.00 | |
| Donations | | 50.00 | | | |
| Fees | | 14,100.00 | 8,500.00 | 14,000.00 | 5,500.00 |
| Total Revenue | 32,000.00 | 14,300.00 | 9,000.00 | 14,500.00 | 5,500.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Operating Expense | | | | | |
| Comm and Public Relations | | 1,700.00 | 2,000.00 | 2,000.00 | |
| Program Supplies | 56,012.06 | 7,000.00 | 7,000.00 | 7,000.00 | |
| Subtotal Operating Expense | 56,012.06 | 8,700.00 | 9,000.00 | 9,000.00 | |
| Total Expense | 56,012.06 | 8,700.00 | 9,000.00 | 9,000.00 | |
| Surplus/(Deficit) Before Allocation | (24,012.06) | 5,600.00 | | 5,500.00 | 5,500.00 |
| Allocation:Between Departments | 6,512.13 | 6,155.00 | 10,619.29 | (5,500.00) | (16,119.29) |
| Surplus/(Deficit) After Allocation | (30,524.19) | (555.00) | (10,619.29) | 11,000.00 | 21,619.29 |
| Transfer to/ (from) Reserves | (45,000.00) | | | | |
| Total Transfer | (45,000.00) | | | | |
| Surplus / (Deficit) | \$14,475.81 | (\$555.00) | (\$10,619.29) | \$11,000.00 | \$21,619.29 |

**City of Port Colborne
2024 Operating Budget**

| | 2022 | Transit 2023 | 2023 | 2024 Proposed Budget | Variance (2024 Budget - 2023 Budget) |
|--|---------------------|-----------------|--------|----------------------------|--|
| | Actual | Forecast | Budget | | |
| Revenue | | | | | |
| Fees | (\$70.42) | | | | |
| Grant - Provincial | 150,380.00 | | | | |
| Total Revenue | 150,309.58 | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Contract Services | 333,566.77 | | | | |
| Subtotal Operating Expense | 333,566.77 | | | | |
| Total Expense | 333,566.77 | | | | |
| Surplus/(Deficit) Before Allocation | (183,257.19) | | | | |
| Surplus/(Deficit) After Allocation | (183,257.19) | | | | |
| Transfer to/ (from) Reserves | (211,507.72) | | | | |
| Total Transfer | (211,507.72) | | | | |
| Surplus / (Deficit) | \$28,250.53 | | | | |

**City of Port Colborne
2024 Operating Budget**

| | Land Sales | | | | |
|--|--------------------|---------------------|--------|--------------------|--------------------------------|
| | 2022 | 2023 | 2023 | 2024 | Variance |
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Donations | | \$25,000.00 | | | |
| Grant - Provincial | | 15,000.00 | | | |
| Sales | 27.91 | 549,900.00 | | | |
| Total Revenue | 27.91 | 589,900.00 | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Operating Expense | | | | | |
| Comm and Public Relations | | 6,000.00 | | | |
| Contract Services | 20,712.99 | 1,079,900.00 | | | |
| SME - Consultants | 65,056.43 | 66,000.00 | | | |
| Subject Matter Experts - Legal | 4,344.05 | 11,400.00 | | | |
| Subtotal Operating Expense | 90,113.47 | 1,163,300.00 | | | |
| Total Expense | 90,113.47 | 1,163,300.00 | | | |
| Surplus/(Deficit) Before Allocation | (90,085.56) | (573,400.00) | | | |
| Surplus/(Deficit) After Allocation | (90,085.56) | (573,400.00) | | | |
| Transfer to/ (from) Reserves | (90,085.56) | (573,400.00) | | | |
| Total Transfer | (90,085.56) | (573,400.00) | | | |

City of Port Colborne

2024 Operating Budget

Community EV Charging Station

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|--------|----------------------|----------------------|----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| R&M - Consumables and Parts | | \$30,000.00 | | \$20,000.00 | \$20,000.00 |
| Utilities - Hydro | | | 20,000.00 | | (20,000.00) |
| Subtotal Operating Expense | | 30,000.00 | 20,000.00 | 20,000.00 | |
| Total Expense | | 30,000.00 | 20,000.00 | 20,000.00 | |
| Surplus/(Deficit) Before Allocation | | (30,000.00) | (20,000.00) | (20,000.00) | |
| Surplus/(Deficit) After Allocation | | (30,000.00) | (20,000.00) | (20,000.00) | |
| <hr/> | | | | | |
| Surplus / (Deficit) | | (\$30,000.00) | (\$20,000.00) | (\$20,000.00) | |

Appendix C - Divisional Summary & Detail

Boards and Committees Divisional Summary

CITY OF PORT COLBORNE
2024 Budget - Boards and Committees Divisional Summary

| | Museum | Heritage Archives | NSCTA (Levy) | Roselawn | Library (Levy) | Committees | Total 2024 Boards & Committees Budget |
|-----------------------------------|----------------|-------------------|---------------|---------------|----------------|------------|---------------------------------------|
| Revenue | | | | | | | |
| Donations | \$22,000 | \$2,600 | | \$3,000 | | | \$27,600 |
| Fundraising | | 300 | | 6,000 | | | 6,300 |
| Rentals | | 7,000 | | 4,000 | | | 11,000 |
| Other Revenue | 15,000 | | | 1,000 | | | 16,000 |
| Fees | | 800 | | | | | 800 |
| Grants - Other | 2,000 | 5,000 | | 5,000 | | | 12,000 |
| Grant - Federal | 4,000 | | | | | | 4,000 |
| Grant - Provincial | 30,000 | | | | | | 30,000 |
| Sales | 7,400 | 300 | | 5,400 | | | 13,100 |
| MAT Tax | | | 30,000 | | | | 30,000 |
| Total Revenue | 80,400 | 16,000 | 30,000 | 24,400 | | | 150,800 |
| Expense | | | | | | | |
| Personnel Expense | | | | | | | |
| Salaries and Wages - Full Time | 480,600 | 61,900 | | | | | 542,500 |
| Salaries and Wages - Part Time | 57,000 | | | | | | 57,000 |
| Salaries and Wages - Students | 22,700 | | | | | | 22,700 |
| Honourariums | | | | 400 | | | 400 |
| Employee Benefits | 175,700 | 24,100 | | | | | 199,800 |
| Subtotal Personnel Expense | 736,000 | 86,000 | | 400 | | | 822,400 |
| Operating Expense | | | | | | | |
| Association/Membership Fees | 800 | 300 | | | | | 1,100 |
| Cleaning Supplies | 700 | | | 1,000 | | | 1,700 |
| Library Collection | 3,000 | | | | | | 3,000 |
| Comm and Public Relations | 5,000 | 200 | | 1,200 | | | 6,400 |
| Contract Services | 5,200 | | | 12,000 | | 10,000 | 27,200 |

| | Museum | Heritage Archives | NSCTA (Levy) | Roselawn | Library (Levy) | Committees | Total 2024 Boards & Committees Budget |
|--|--------------------|--------------------------|---------------------|--------------------|-----------------------|-------------------|--|
| Cost of of Goods Sold | 5,000 | | | 3,000 | | | 8,000 |
| Equipment - Purchase | 1,000 | 500 | | 3,000 | | | 4,500 |
| Grants and Sponsorship Expense | | | | 500 | | | 500 |
| Hospitality Expense | 500 | 700 | | 500 | | 5,000 | 6,700 |
| Insurance - Contract | 1,480 | | | 4,700 | | | 6,180 |
| Office Supplies | 3,100 | 1,500 | | 3,000 | | | 7,600 |
| Postage & Courier | 2,450 | 100 | | 300 | | | 2,850 |
| Program Supplies | 17,400 | 1,000 | | 8,000 | | | 26,400 |
| Protective & Uniform Clothing | 500 | 200 | | | | | 700 |
| R&M - Grounds | 1,000 | | | | | | 1,000 |
| R&M - Consumables and Parts | 10,600 | 4,500 | | 15,000 | | | 30,100 |
| Staff Training & Development | 4,300 | 1,000 | | | | | 5,300 |
| Subscriptions and Publications | 400 | 300 | | 200 | | | 900 |
| Telephone/Internet | 3,500 | | | 2,000 | | | 5,500 |
| Travel | 4,300 | 1,000 | | 300 | | | 5,600 |
| Subtotal Operating Expense | 70,230 | 11,300 | | 54,700 | | 15,000 | 151,230 |
| Total Expense | 806,230 | 97,300 | | 55,100 | | 15,000 | 973,630 |
| Surplus/(Deficit) Before Allocation | (725,830) | (81,300) | 30,000 | (30,700) | | (15,000) | (822,830) |
| Allocations: Within Departments | (213,200) | 15,200 | | 198,000 | | | |
| Allocation:Between Departments | 54,455 | 37,183 | | 170,212 | | | 261,850 |
| Surplus/(Deficit) After Allocation | (567,085) | (133,683) | 30,000 | (398,912) | | (15,000) | (1,084,680) |
| Transfer Between Funds | | | 92,000 | | 1,011,677 | | 1,103,677 |
| Total Transfer | | | 92,000 | | 1,011,677 | | 1,103,677 |
| Surplus / (Deficit) | (\$567,085) | (\$133,683) | (\$62,000) | (\$398,912) | (\$1,011,677) | (\$15,000) | (\$2,188,357) |

City of Port Colborne
2024 Operating Budget
Boards and Committees

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Donations | \$189,246.51 | \$31,235.00 | \$22,000.00 | \$27,600.00 | \$5,600.00 |
| Fundraising | | 6,250.00 | 6,250.00 | 6,300.00 | 50.00 |
| Rentals | 7,496.52 | 9,300.00 | 27,000.00 | 11,000.00 | (16,000.00) |
| Other Revenue | 6,991.15 | 16,000.00 | 16,600.00 | 16,000.00 | (600.00) |
| Fees | 2,403.48 | 930.00 | 2,800.00 | 800.00 | (2,000.00) |
| Grants - Other | 42,418.66 | 40,059.00 | 12,000.00 | 12,000.00 | |
| Grant - Federal | 36,525.00 | 37,854.00 | 4,000.00 | 4,000.00 | |
| Grant - Provincial | 110,719.52 | 46,000.00 | 30,000.00 | 30,000.00 | |
| Sales | 13,139.81 | 8,032.00 | 7,700.00 | 13,100.00 | 5,400.00 |
| MAT Tax | | 30,000.00 | 45,000.00 | 30,000.00 | (15,000.00) |
| Total Revenue | 408,940.65 | 225,660.00 | 173,350.00 | 150,800.00 | (22,550.00) |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 270,612.93 | 353,400.00 | 475,600.00 | 542,500.00 | 66,900.00 |
| Salaries and Wages - Part Time | 155,799.18 | 275,900.00 | 51,800.00 | 57,000.00 | 5,200.00 |
| Salaries and Wages - Students | 17,529.36 | 26,000.00 | 21,000.00 | 22,700.00 | 1,700.00 |
| Overtime Pay | 993.42 | | | | |
| Honourariums | 640.00 | 1,300.00 | 1,300.00 | 400.00 | (900.00) |
| Employee Benefits | 106,227.10 | 162,500.00 | 160,400.00 | 199,800.00 | 39,400.00 |
| Subtotal Personnel Expense | 551,801.99 | 819,100.00 | 710,100.00 | 822,400.00 | 112,300.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 834.48 | 950.00 | 1,100.00 | 1,100.00 | |
| Cleaning Supplies | 1,648.26 | 1,250.00 | 1,700.00 | 1,700.00 | |
| Library Collection | 1,541.98 | 3,000.00 | 3,000.00 | 3,000.00 | |
| Comm and Public Relations | 4,372.20 | 5,800.00 | 6,000.00 | 6,400.00 | 400.00 |
| Contract Services | 18,059.72 | 33,000.00 | 20,200.00 | 27,200.00 | 7,000.00 |
| Cost of of Goods Sold | 4,759.71 | 4,500.00 | 5,000.00 | 8,000.00 | 3,000.00 |
| Equipment - Purchase | 3,581.18 | 3,923.00 | 5,000.00 | 4,500.00 | (500.00) |
| Grants and Sponsorship Expense | | 500.00 | 1,000.00 | 500.00 | (500.00) |
| Hospitality Expense | 957.55 | 1,200.00 | 1,500.00 | 6,700.00 | 5,200.00 |
| Insurance - Contract | | 6,253.00 | 6,253.00 | 6,180.00 | (73.00) |
| Office Supplies | 4,794.72 | 6,550.00 | 8,000.00 | 7,600.00 | (400.00) |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Postage & Courier | 1,772.12 | 3,650.00 | 2,750.00 | 2,850.00 | 100.00 |
| Program Supplies | 15,820.70 | 25,600.00 | 23,400.00 | 26,400.00 | 3,000.00 |
| Protective & Uniform Clothing | 64.24 | 310.00 | 800.00 | 700.00 | (100.00) |
| R&M - Grounds | 2,107.85 | 1,000.00 | 1,000.00 | 1,000.00 | |
| R&M - Consumables and Parts | 5,867.69 | 29,800.00 | 30,600.00 | 30,100.00 | (500.00) |
| Staff Training & Development | 2,235.84 | 1,400.00 | 14,100.00 | 5,300.00 | (8,800.00) |
| Subscriptions and Publications | 408.06 | 250.00 | 1,010.00 | 900.00 | (110.00) |
| Telephone/Internet | 4,660.31 | 5,500.00 | 5,500.00 | 5,500.00 | |
| Travel | 882.50 | 1,400.00 | 3,100.00 | 5,600.00 | 2,500.00 |
| Subtotal Operating Expense | 74,369.11 | 135,836.00 | 141,013.00 | 151,230.00 | 10,217.00 |
| Total Expense | 626,171.10 | 954,936.00 | 851,113.00 | 973,630.00 | 122,517.00 |
| Surplus/(Deficit) Before Allocation | (217,230.45) | (729,276.00) | (677,763.00) | (822,830.00) | (145,067.00) |
| Allocation:Between Departments | 210,795.15 | 334,591.00 | 346,853.36 | 261,850.00 | (85,003.36) |
| Surplus/(Deficit) After Allocation | (428,025.60) | (1,063,867.00) | (1,024,616.36) | (1,084,680.00) | (60,063.64) |
| Transfer to/ (from) Reserves | 129,962.08 | | | | |
| Transfer Between Funds | 1,104,896.23 | 1,175,860.36 | 1,175,860.36 | 1,103,677.00 | (72,183.36) |
| Total Transfer | 1,234,858.31 | 1,175,860.36 | 1,175,860.36 | 1,103,677.00 | (72,183.36) |
| Surplus / (Deficit) | (\$1,662,883.91) | (\$2,239,727.36) | (\$2,200,476.72) | (\$2,188,357.00) | \$12,119.72 |

Appendix C - Divisional Summary & Detail

Boards and Committees Divisional Detail

City of Port Colborne 2024 Operating Budget

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|
| | | Museum | | Proposed | (2024 Budget |
| | Actual | Forecast | Budget | Budget | - 2023 Budget) |
| Revenue | | | | | |
| Donations | \$180,628.54 | \$26,200.00 | \$17,000.00 | \$22,000.00 | \$5,000.00 |
| Other Revenue | 6,460.18 | 15,000.00 | 15,000.00 | 15,000.00 | |
| Fees | 1,998.46 | 700.00 | 2,000.00 | | (2,000.00) |
| Grants - Other | 15,740.60 | 24,044.00 | 2,000.00 | 2,000.00 | |
| Grant - Federal | 36,525.00 | 37,854.00 | 4,000.00 | 4,000.00 | |
| Grant - Provincial | 31,353.60 | 46,000.00 | 30,000.00 | 30,000.00 | |
| Sales | 12,368.62 | 7,682.00 | 7,400.00 | 7,400.00 | |
| Total Revenue | 285,075.00 | 157,480.00 | 77,400.00 | 80,400.00 | 3,000.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 233,785.61 | 301,900.00 | 437,100.00 | 480,600.00 | 43,500.00 |
| Salaries and Wages - Part Time | 153,264.25 | 275,900.00 | 51,800.00 | 57,000.00 | 5,200.00 |
| Salaries and Wages - Students | 17,529.36 | 26,000.00 | 21,000.00 | 22,700.00 | 1,700.00 |
| Overtime Pay | 993.42 | | | | |
| Honourariums | 450.00 | 500.00 | 500.00 | | (500.00) |
| Employee Benefits | 91,650.34 | 144,300.00 | 145,000.00 | 175,700.00 | 30,700.00 |
| Subtotal Personnel Expense | 497,672.98 | 748,600.00 | 655,400.00 | 736,000.00 | 80,600.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 739.48 | 750.00 | 800.00 | 800.00 | |
| Cleaning Supplies | 259.48 | 250.00 | 1,200.00 | 700.00 | (500.00) |
| Library Collection | 1,541.98 | 3,000.00 | 3,000.00 | 3,000.00 | |
| Comm and Public Relations | 3,012.90 | 5,000.00 | 5,000.00 | 5,000.00 | |
| Contract Services | 2,648.06 | 4,000.00 | 1,200.00 | 5,200.00 | 4,000.00 |
| Cost of of Goods Sold | 4,759.71 | 4,500.00 | 5,000.00 | 5,000.00 | |
| Equipment - Purchase | 1,207.72 | 500.00 | 2,000.00 | 1,000.00 | (1,000.00) |
| Grants and Sponsorship Expense | | 500.00 | 500.00 | | (500.00) |
| Hospitality Expense | 470.31 | 500.00 | 500.00 | 500.00 | |
| Insurance - Contract | | 1,480.00 | 1,480.00 | 1,480.00 | |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Office Supplies | 3,016.38 | 2,700.00 | 3,500.00 | 3,100.00 | (400.00) |
| Postage & Courier | 1,708.23 | 3,500.00 | 2,350.00 | 2,450.00 | 100.00 |
| Program Supplies | 12,496.10 | 17,650.00 | 14,400.00 | 17,400.00 | 3,000.00 |
| Protective & Uniform Clothing | 64.24 | 310.00 | 500.00 | 500.00 | |
| R&M - Grounds | 2,107.85 | 1,000.00 | 1,000.00 | 1,000.00 | |
| R&M - Consumables and Parts | 5,867.69 | 8,800.00 | 10,600.00 | 10,600.00 | |
| Staff Training & Development | 2,104.81 | 1,300.00 | 13,100.00 | 4,300.00 | (8,800.00) |
| Subscriptions and Publications | 355.14 | | 500.00 | 400.00 | (100.00) |
| Telephone/Internet | 3,297.81 | 3,500.00 | 3,500.00 | 3,500.00 | |
| Travel | 763.81 | 1,000.00 | 2,600.00 | 4,300.00 | 1,700.00 |
| Subtotal Operating Expense | 46,421.70 | 60,240.00 | 72,730.00 | 70,230.00 | (2,500.00) |
| Total Expense | 544,094.68 | 808,840.00 | 728,130.00 | 806,230.00 | 78,100.00 |
| Surplus/(Deficit) Before Allocation | (259,019.68) | (651,360.00) | (650,730.00) | (725,830.00) | (75,100.00) |
| Allocations: Within Departments | (240,600.00) | (334,213.00) | (334,213.00) | (213,200.00) | 121,013.00 |
| Allocation: Between Departments | 37,151.33 | 124,767.00 | 128,434.32 | 54,455.00 | (73,979.32) |
| Surplus/(Deficit) After Allocation | (55,571.01) | (441,914.00) | (444,951.32) | (567,085.00) | (122,133.68) |
| Transfer to/ (from) Reserves | 150,605.00 | | | | |
| Total Transfer | 150,605.00 | | | | |
| Surplus / (Deficit) | (\$206,176.01) | (\$441,914.00) | (\$444,951.32) | (\$567,085.00) | (\$122,133.68) |

**City of Port Colborne
2024 Operating Budget**

Heritage Archives

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|------------------|------------------|------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Donations | \$1,372.72 | \$2,035.00 | \$2,000.00 | \$2,600.00 | \$600.00 |
| Fundraising | | 250.00 | 250.00 | 300.00 | 50.00 |
| Rentals | 5,120.82 | 6,300.00 | 7,000.00 | 7,000.00 | |
| Other Revenue | 530.97 | | 600.00 | | (600.00) |
| Fees | 405.02 | 230.00 | 800.00 | 800.00 | |
| Grants - Other | 6,678.06 | 11,015.00 | 5,000.00 | 5,000.00 | |
| Sales | 222.51 | 350.00 | 300.00 | 300.00 | |
| Total Revenue | 14,330.10 | 20,180.00 | 15,950.00 | 16,000.00 | 50.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 36,827.32 | 51,500.00 | 38,500.00 | 61,900.00 | 23,400.00 |
| Salaries and Wages - Part Time | 2,534.93 | | | | |
| Honourariums | | 400.00 | 400.00 | | (400.00) |
| Employee Benefits | 14,576.76 | 18,200.00 | 15,400.00 | 24,100.00 | 8,700.00 |
| Subtotal Personnel Expense | 53,939.01 | 70,100.00 | 54,300.00 | 86,000.00 | 31,700.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 95.00 | 200.00 | 300.00 | 300.00 | |
| Comm and Public Relations | 89.84 | | 200.00 | 200.00 | |
| Equipment - Purchase | 310.87 | 423.00 | | 500.00 | 500.00 |
| Hospitality Expense | 200.00 | 200.00 | 500.00 | 700.00 | 200.00 |
| Insurance - Contract | | 110.00 | 110.00 | | (110.00) |
| Office Supplies | 850.53 | 850.00 | 1,500.00 | 1,500.00 | |
| Postage & Courier | | | 100.00 | 100.00 | |
| Program Supplies | 479.60 | 950.00 | 1,000.00 | 1,000.00 | |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Protective & Uniform Clothing | | | 300.00 | 200.00 | (100.00) |
| R&M - Consumables and Parts | | 5,000.00 | 5,000.00 | 4,500.00 | (500.00) |
| Staff Training & Development | 100.00 | 100.00 | 1,000.00 | 1,000.00 | |
| Subscriptions and Publications | 52.92 | 50.00 | 310.00 | 300.00 | (10.00) |
| Travel | | 100.00 | 200.00 | 1,000.00 | 800.00 |
| Subtotal Operating Expense | 2,178.76 | 7,983.00 | 10,520.00 | 11,300.00 | 780.00 |
| Total Expense | 56,117.77 | 78,083.00 | 64,820.00 | 97,300.00 | 32,480.00 |
| Surplus/(Deficit) Before Allocation | (41,787.67) | (57,903.00) | (48,870.00) | (81,300.00) | (32,430.00) |
| Allocations: Within Departments | 21,000.00 | 25,627.30 | 25,627.30 | 15,200.00 | (10,427.30) |
| Allocation:Between Departments | 34,091.23 | 33,421.00 | 35,559.39 | 37,183.00 | 1,623.61 |
| Surplus/(Deficit) After Allocation | (96,878.90) | (116,951.30) | (110,056.69) | (133,683.00) | (23,626.31) |
| Surplus / (Deficit) | (\$96,878.90) | (\$116,951.30) | (\$110,056.69) | (\$133,683.00) | (\$23,626.31) |

**City of Port Colborne
2024 Operating Budget
NSCTA (Levy)**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|----------------------|----------------------|----------------------|----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Grants - Other | \$10,000.00 | | | | |
| MAT Tax | | 30,000.00 | 45,000.00 | 30,000.00 | (15,000.00) |
| Total Revenue | 10,000.00 | 30,000.00 | 45,000.00 | 30,000.00 | (15,000.00) |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| <hr/> | | | | | |
| <hr/> | | | | | |
| <hr/> | | | | | |
| Surplus/(Deficit) Before Allocation | 10,000.00 | 30,000.00 | 45,000.00 | 30,000.00 | (15,000.00) |
| Surplus/(Deficit) After Allocation | 10,000.00 | 30,000.00 | 45,000.00 | 30,000.00 | (15,000.00) |
| Transfer Between Funds | 108,530.31 | 100,000.00 | 100,000.00 | 92,000.00 | (8,000.00) |
| Total Transfer | 108,530.31 | 100,000.00 | 100,000.00 | 92,000.00 | (8,000.00) |
| Surplus / (Deficit) | (\$98,530.31) | (\$70,000.00) | (\$55,000.00) | (\$62,000.00) | (\$7,000.00) |

City of Port Colborne 2024 Operating Budget

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|------------------|------------------|------------------|------------------|-----------------------|
| | | Roselawn | | Proposed | (2024 Budget |
| | Actual | Forecast | Budget | Budget | - 2023 Budget) |
| Revenue | | | | | |
| Donations | \$7,245.25 | \$3,000.00 | \$3,000.00 | \$3,000.00 | |
| Fundraising | | 6,000.00 | 6,000.00 | 6,000.00 | |
| Rentals | 2,375.70 | 3,000.00 | 20,000.00 | 4,000.00 | (16,000.00) |
| Other Revenue | | 1,000.00 | 1,000.00 | 1,000.00 | |
| Grants - Other | 10,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | |
| Sales | 548.68 | | | 5,400.00 | 5,400.00 |
| Total Revenue | 20,169.63 | 18,000.00 | 35,000.00 | 24,400.00 | (10,600.00) |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Honourariums | 190.00 | 400.00 | 400.00 | 400.00 | |
| Subtotal Personnel Expense | 190.00 | 400.00 | 400.00 | 400.00 | |
| Operating Expense | | | | | |
| Cleaning Supplies | 1,388.78 | 1,000.00 | 500.00 | 1,000.00 | 500.00 |
| Comm and Public Relations | 1,269.46 | 800.00 | 800.00 | 1,200.00 | 400.00 |
| Contract Services | 5,411.66 | 12,000.00 | 12,000.00 | 12,000.00 | |
| Cost of of Goods Sold | | | | 3,000.00 | 3,000.00 |
| Equipment - Purchase | 2,062.59 | 3,000.00 | 3,000.00 | 3,000.00 | |
| Grants and Sponsorship Expense | | | 500.00 | 500.00 | |
| Hospitality Expense | 287.24 | 500.00 | 500.00 | 500.00 | |
| Insurance - Contract | | 4,663.00 | 4,663.00 | 4,700.00 | 37.00 |
| Office Supplies | 927.81 | 3,000.00 | 3,000.00 | 3,000.00 | |
| Postage & Courier | 63.89 | 150.00 | 300.00 | 300.00 | |
| Program Supplies | 2,845.00 | 7,000.00 | 8,000.00 | 8,000.00 | |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| R&M - Consumables and Parts | | 16,000.00 | 15,000.00 | 15,000.00 | |
| Staff Training & Development | 31.03 | | | | |
| Subscriptions and Publications | | 200.00 | 200.00 | 200.00 | |
| Telephone/Internet | 1,362.50 | 2,000.00 | 2,000.00 | 2,000.00 | |
| Travel | 118.69 | 300.00 | 300.00 | 300.00 | |
| Subtotal Operating Expense | 15,768.65 | 50,613.00 | 50,763.00 | 54,700.00 | 3,937.00 |
| Total Expense | 15,958.65 | 51,013.00 | 51,163.00 | 55,100.00 | 3,937.00 |
| Surplus/(Deficit) Before Allocation | 4,210.98 | (33,013.00) | (16,163.00) | (30,700.00) | (14,537.00) |
| Allocations: Within Departments | 219,600.00 | 308,585.70 | 308,585.70 | 198,000.00 | (110,585.70) |
| Allocation:Between Departments | 139,552.59 | 176,403.00 | 182,859.65 | 170,212.00 | (12,647.65) |
| Surplus/(Deficit) After Allocation | (354,941.61) | (518,001.70) | (507,608.35) | (398,912.00) | 108,696.35 |
| Surplus / (Deficit) | (\$354,941.61) | (\$518,001.70) | (\$507,608.35) | (\$398,912.00) | \$108,696.35 |

**City of Port Colborne
2024 Operating Budget
Library (Levy)**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-------------------------|-------------------------|-------------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Grant - Provincial | \$79,365.92 | | | | |
| Total Revenue | 79,365.92 | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| <hr/> | | | | | |
| <hr/> | | | | | |
| Surplus/(Deficit) Before Allocation | 79,365.92 | | | | |
| <hr/> | | | | | |
| Surplus/(Deficit) After Allocation | 79,365.92 | | | | |
| <hr/> | | | | | |
| Transfer Between Funds | 996,365.92 | 1,075,860.36 | 1,075,860.36 | 1,011,677.00 | (64,183.36) |
| Total Transfer | 996,365.92 | 1,075,860.36 | 1,075,860.36 | 1,011,677.00 | (64,183.36) |
| <hr/> | | | | | |
| Surplus / (Deficit) | (\$917,000.00) | (\$1,075,860.36) | (\$1,075,860.36) | (\$1,011,677.00) | \$64,183.36 |

**City of Port Colborne
2024 Operating Budget**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|--------------------|----------------------|---------------------|----------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Contract Services | \$10,000.00 | \$17,000.00 | \$7,000.00 | \$10,000.00 | \$3,000.00 |
| Hospitality Expense | | | | 5,000.00 | 5,000.00 |
| Subtotal Operating Expense | 10,000.00 | 17,000.00 | 7,000.00 | 15,000.00 | 8,000.00 |
| Total Expense | 10,000.00 | 17,000.00 | 7,000.00 | 15,000.00 | 8,000.00 |
| Surplus/(Deficit) Before Allocation | (10,000.00) | (17,000.00) | (7,000.00) | (15,000.00) | (8,000.00) |
| Surplus/(Deficit) After Allocation | (10,000.00) | (17,000.00) | (7,000.00) | (15,000.00) | (8,000.00) |
| Transfer to/ (from) Reserves | (20,642.92) | | | | |
| Total Transfer | (20,642.92) | | | | |
| Surplus / (Deficit) | \$10,642.92 | (\$17,000.00) | (\$7,000.00) | (\$15,000.00) | (\$8,000.00) |

Appendix C - Divisional Summary & Detail

Council Divisional Detail

**City of Port Colborne
2024 Operating Budget**

| | Council | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | 2022 | 2023 | 2023 | 2024 | Variance |
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Part Time | \$152,780.80 | \$226,400.00 | \$231,500.00 | \$242,500.00 | \$11,000.00 |
| Employee Benefits | 78,111.02 | 99,000.00 | 98,000.00 | 101,100.00 | 3,100.00 |
| Subtotal Personnel Expense | 230,891.82 | 325,400.00 | 329,500.00 | 343,600.00 | 14,100.00 |
| Operating Expense | | | | | |
| Contract Services | 21,624.00 | 26,000.00 | 26,000.00 | 26,000.00 | |
| Hospitality Expense | 7,304.44 | 7,300.00 | 7,300.00 | 7,300.00 | |
| Office Supplies | 6,209.03 | 3,600.00 | 3,600.00 | 3,600.00 | |
| Postage & Courier | | 200.00 | 1,000.00 | | (1,000.00) |
| Staff Training & Development | 9,784.43 | 17,400.00 | 17,400.00 | 10,900.00 | (6,500.00) |
| Telephone/Internet | 1,852.04 | 2,600.00 | 2,800.00 | 2,800.00 | |
| Travel | 641.49 | 23,200.00 | 23,200.00 | 21,800.00 | (1,400.00) |
| Subtotal Operating Expense | 47,415.43 | 80,300.00 | 81,300.00 | 72,400.00 | (8,900.00) |
| Total Expense | 278,307.25 | 405,700.00 | 410,800.00 | 416,000.00 | 5,200.00 |
| Surplus/(Deficit) Before Allocation | (278,307.25) | (405,700.00) | (410,800.00) | (416,000.00) | (5,200.00) |
| Allocation: Between Departments | 53,208.12 | 51,627.00 | 54,087.76 | 54,724.00 | 636.24 |
| Surplus/(Deficit) After Allocation | (331,515.37) | (457,327.00) | (464,887.76) | (470,724.00) | (5,836.24) |
| Transfer Between Funds | | | | (68,700.00) | (68,700.00) |
| Total Transfer | | | | (68,700.00) | (68,700.00) |
| Surplus / (Deficit) | (\$331,515.37) | (\$457,327.00) | (\$464,887.76) | (\$402,024.00) | \$62,863.76 |

Appendix C - Divisional Summary & Detail

Chief Administrative Officer Divisional Summary

CITY OF PORT COLBORNE**2024 Budget - Chief Administrative Officer (CAO) Divisional Summary**

| | CAO | Economic Development | Marketing & Communications | Events | Tourism Services | Total 2024 CAO Division Budget |
|-----------------------------------|----------------|-------------------------|-------------------------------|--------|---------------------|--------------------------------------|
| Revenue | | | | | | |
| Other Revenue | | \$15,000 | | | | \$15,000 |
| Grants - Other | | 5,000 | | | | 5,000 |
| Total Revenue | | 20,000 | | | | 20,000 |
| Expense | | | | | | |
| Personnel Expense | | | | | | |
| Salaries and Wages - Full Time | 305,200 | 226,100 | 250,800 | | 177,500 | 959,600 |
| Salaries and Wages - Students | | 11,700 | 23,400 | | 34,800 | 69,900 |
| Employee Benefits | 82,600 | 71,400 | 88,700 | | 63,400 | 306,100 |
| Subtotal Personnel Expense | 387,800 | 309,200 | 362,900 | | 275,700 | 1,335,600 |
| Operating Expense | | | | | | |
| Association/Membership Fees | 2,900 | 13,000 | 1,400 | | | 17,300 |
| Comm and Public Relations | | 25,000 | 40,000 | | | 65,000 |
| Equipment - Purchase | | | 10,000 | | | 10,000 |
| Hospitality Expense | 3,000 | 3,200 | 2,000 | | | 8,200 |
| Office Supplies | 1,000 | 1,200 | 1,200 | | | 3,400 |
| Postage & Courier | 100 | 100 | 100 | | | 300 |
| Staff Training & Development | 6,100 | 3,600 | 2,700 | | 3,500 | 15,900 |
| SME - Consultants | | 50,000 | | | | 50,000 |
| Subscriptions and Publications | | 150 | 3,000 | | | 3,150 |
| Telephone/Internet | 1,200 | 1,000 | 2,200 | | 800 | 5,200 |
| Travel | 6,100 | 3,600 | 5,400 | | 3,500 | 18,600 |
| Subtotal Operating Expense | 20,400 | 100,850 | 68,000 | | 7,800 | 197,050 |
| Total Expense | 408,200 | 410,050 | 430,900 | | 283,500 | 1,532,650 |

| | CAO | Economic Development | Marketing & Communications | Events | Tourism Services | Total 2024 CAO Division Budget |
|--|------------------|-------------------------|-------------------------------|--------|---------------------|--------------------------------------|
| Surplus/(Deficit) Before Allocation | (408,200) | (390,050) | (430,900) | | (283,500) | (1,512,650) |
| Allocations: Within Departments | (14,808) | 94,320 | 7,588 | | (87,100) | |
| Allocation:Between Departments | (304,648) | 18,239 | (55,400) | | (134,400) | (476,209) |
| Allocation:SSE | (11,244) | | | | | (11,244) |
| Surplus/(Deficit) After Allocation | (77,500) | (502,609) | (383,088) | | (62,000) | (1,025,197) |
| Transfer Between Funds | (77,500) | | (66,700) | | (62,000) | (206,200) |
| Total Transfer | (77,500) | | (66,700) | | (62,000) | (206,200) |
| Surplus / (Deficit) | | (\$502,609) | (\$316,388) | | | (\$818,997) |

City of Port Colborne
2024 Operating Budget
Chief Administrator's Office

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Other Revenue | \$21,266.56 | | \$15,000.00 | \$15,000.00 | |
| Fees | 2,105.00 | | | | |
| Grants - Other | | 34,000.00 | 5,000.00 | 5,000.00 | |
| Grant - Provincial | 81,000.00 | 21,500.00 | | | |
| Total Revenue | 104,371.56 | 55,500.00 | 20,000.00 | 20,000.00 | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 851,508.56 | 865,900.00 | 858,600.00 | 959,600.00 | 101,000.00 |
| Salaries and Wages - Part Time | 60,243.69 | 52,600.00 | | | |
| Salaries and Wages - Students | 88,733.62 | 36,750.00 | 95,600.00 | 69,900.00 | (25,700.00) |
| Overtime Pay | 11,632.27 | 5,000.00 | 3,500.00 | | (3,500.00) |
| Employee Benefits | 280,820.25 | 299,600.00 | 255,500.00 | 306,100.00 | 50,600.00 |
| Subtotal Personnel Expense | 1,292,938.39 | 1,259,850.00 | 1,213,200.00 | 1,335,600.00 | 122,400.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 14,126.59 | 17,300.00 | 17,300.00 | 17,300.00 | |
| Comm and Public Relations | 99,615.19 | 71,400.00 | 73,400.00 | 65,000.00 | (8,400.00) |
| Computer Software | 1,805.53 | | | | |
| Contract Services | 1,407.97 | | | | |
| Equipment - Purchase | | | | 10,000.00 | 10,000.00 |
| Grants and Sponsorship Expense | 2,035.20 | 1,000.00 | | | |
| Hospitality Expense | 6,098.49 | 7,700.00 | 5,400.00 | 8,200.00 | 2,800.00 |
| Office Supplies | 1,936.50 | 3,700.00 | 3,700.00 | 3,400.00 | (300.00) |
| Postage & Courier | 22.91 | 300.00 | 400.00 | 300.00 | (100.00) |
| Program Supplies | 1,909.18 | | | | |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Staff Training & Development | 11,274.48 | 17,600.00 | 20,600.00 | 15,900.00 | (4,700.00) |
| SME - Consultants | 64,219.35 | 110,000.00 | 80,000.00 | 50,000.00 | (30,000.00) |
| Subscriptions and Publications | 7,665.11 | 3,100.00 | 6,000.00 | 3,150.00 | (2,850.00) |
| Telephone/Internet | 6,661.82 | 3,100.00 | 9,590.00 | 5,200.00 | (4,390.00) |
| Travel | 5,978.90 | 17,700.00 | 13,700.00 | 18,600.00 | 4,900.00 |
| Subtotal Operating Expense | 224,757.22 | 252,900.00 | 230,090.00 | 197,050.00 | (33,040.00) |
| Total Expense | 1,517,695.61 | 1,512,750.00 | 1,443,290.00 | 1,532,650.00 | 89,360.00 |
| Surplus/(Deficit) Before Allocation | (1,413,324.05) | (1,457,250.00) | (1,423,290.00) | (1,512,650.00) | (89,360.00) |
| Allocations: Within Departments | (21,000.00) | (21,000.00) | 9,895.81 | | (9,895.81) |
| Allocation:Between Departments | (113,725.78) | (174,388.00) | (265,582.51) | (476,209.00) | (210,626.49) |
| Allocation:SSE | (3,400.00) | (64,000.00) | (67,756.07) | (11,244.00) | 56,512.07 |
| Surplus/(Deficit) After Allocation | (1,275,198.27) | (1,197,862.00) | (1,099,847.23) | (1,025,197.00) | 74,650.23 |
| Transfer Between Funds | (45,000.00) | (55,000.00) | (55,000.00) | (206,200.00) | (151,200.00) |
| Total Transfer | (45,000.00) | (55,000.00) | (55,000.00) | (206,200.00) | (151,200.00) |
| Surplus / (Deficit) | (\$1,230,198.27) | (\$1,142,862.00) | (\$1,044,847.23) | (\$818,997.00) | \$225,850.23 |

Appendix C - Divisional Summary & Detail

Chief Administrative Officer Divisional Detail

City of Port Colborne 2024 Operating Budget

| | 2022 | Events 2023 | 2023 | 2024 Proposed Budget | Variance (2024 Budget - 2023 Budget) |
|--|---------------------|---------------------|---------------------|----------------------------|--|
| | Actual | Forecast | Budget | | |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| <hr/> | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | \$97,511.89 | \$95,700.00 | \$100,100.00 | | (\$100,100.00) |
| Salaries and Wages - Students | 14,625.90 | 10,500.00 | 52,400.00 | | (52,400.00) |
| Overtime Pay | 2,435.18 | 5,000.00 | 3,500.00 | | (3,500.00) |
| Employee Benefits | 33,013.27 | 30,900.00 | 41,300.00 | | (41,300.00) |
| Subtotal Personnel Expense | 147,586.24 | 142,100.00 | 197,300.00 | | (197,300.00) |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Staff Training & Development | 1,869.93 | 300.00 | 2,300.00 | | (2,300.00) |
| Subscriptions and Publications | 1,267.89 | | | | |
| Telephone/Internet | 96.33 | 400.00 | 590.00 | | (590.00) |
| Travel | 422.15 | 1,300.00 | 2,300.00 | | (2,300.00) |
| Subtotal Operating Expense | 3,656.30 | 2,000.00 | 5,190.00 | | (5,190.00) |
| <hr/> | | | | | |
| Total Expense | 151,242.54 | 144,100.00 | 202,490.00 | | (202,490.00) |
| <hr/> | | | | | |
| Surplus/(Deficit) Before Allocation | (151,242.54) | (144,100.00) | (202,490.00) | | 202,490.00 |
| <hr/> | | | | | |
| Allocations: Within Departments | (21,000.00) | (21,000.00) | 9,895.81 | | (9,895.81) |
| Allocation: Between Departments | (130,242.54) | (123,100.00) | (212,385.81) | | 212,385.81 |
| <hr/> | | | | | |
| <hr/> | | | | | |
| <hr/> | | | | | |

**City of Port Colborne
2024 Operating Budget**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| <hr/> | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | \$284,593.98 | \$297,600.00 | \$298,700.00 | \$305,200.00 | \$6,500.00 |
| Salaries and Wages - Part Time | 5,801.61 | | | | |
| Overtime Pay | 2,588.24 | | | | |
| Employee Benefits | 76,936.28 | 77,000.00 | 74,500.00 | 82,600.00 | 8,100.00 |
| Subtotal Personnel Expense | 369,920.11 | 374,600.00 | 373,200.00 | 387,800.00 | 14,600.00 |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Association/Membership Fees | 2,723.53 | 2,900.00 | 2,900.00 | 2,900.00 | |
| Hospitality Expense | 2,313.95 | 2,500.00 | 2,500.00 | 3,000.00 | 500.00 |
| Office Supplies | 678.75 | 1,000.00 | 1,000.00 | 1,000.00 | |
| Postage & Courier | 18.33 | 100.00 | 200.00 | 100.00 | (100.00) |
| Staff Training & Development | 2,348.44 | 6,000.00 | 6,000.00 | 6,100.00 | 100.00 |
| SME - Consultants | 9,094.45 | 30,000.00 | 30,000.00 | | (30,000.00) |
| Telephone/Internet | 1,307.13 | 800.00 | 1,200.00 | 1,200.00 | |
| Travel | 3,915.86 | 6,000.00 | 6,000.00 | 6,100.00 | 100.00 |
| Subtotal Operating Expense | 22,400.44 | 49,300.00 | 49,800.00 | 20,400.00 | (29,400.00) |
| <hr/> | | | | | |
| Total Expense | 392,320.55 | 423,900.00 | 423,000.00 | 408,200.00 | (14,800.00) |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|---------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (392,320.55) | (423,900.00) | (423,000.00) | (408,200.00) | 14,800.00 |
| Allocations: Within Departments | | | | (14,808.00) | (14,808.00) |
| Allocation:Between Departments | 8,033.38 | (68,494.00) | (71,223.25) | (304,648.00) | (233,424.75) |
| Allocation:SSE | | (60,600.00) | (67,756.07) | (11,244.00) | 56,512.07 |
| Surplus/(Deficit) After Allocation | (400,353.93) | (294,806.00) | (284,020.68) | (77,500.00) | 206,520.68 |
| Transfer Between Funds | | | | (77,500.00) | (77,500.00) |
| Total Transfer | | | | (77,500.00) | (77,500.00) |
| Surplus / (Deficit) | (\$400,353.93) | (\$294,806.00) | (\$284,020.68) | | \$284,020.68 |

City of Port Colborne
2024 Operating Budget
Marketing and Communication

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Grants - Other | | \$1,500.00 | | | |
| Total Revenue | | 1,500.00 | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 142,364.26 | 159,000.00 | 163,100.00 | 250,800.00 | 87,700.00 |
| Salaries and Wages - Students | 20,260.91 | 21,550.00 | 21,600.00 | 23,400.00 | 1,800.00 |
| Overtime Pay | 3,173.68 | | | | |
| Employee Benefits | 44,377.63 | 52,300.00 | 51,000.00 | 88,700.00 | 37,700.00 |
| Subtotal Personnel Expense | 210,176.48 | 232,850.00 | 235,700.00 | 362,900.00 | 127,200.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 375.10 | 1,400.00 | 1,400.00 | 1,400.00 | |
| Comm and Public Relations | 56,112.73 | 51,400.00 | 51,400.00 | 40,000.00 | (11,400.00) |
| Equipment - Purchase | | | | 10,000.00 | 10,000.00 |
| Hospitality Expense | 297.97 | 2,000.00 | 400.00 | 2,000.00 | 1,600.00 |
| Office Supplies | 126.34 | 1,200.00 | 200.00 | 1,200.00 | 1,000.00 |
| Postage & Courier | | 100.00 | 100.00 | 100.00 | |
| Staff Training & Development | | 2,700.00 | 3,700.00 | 2,700.00 | (1,000.00) |
| Subscriptions and Publications | 6,381.52 | 3,000.00 | 6,000.00 | 3,000.00 | (3,000.00) |
| Telephone/Internet | 2,120.63 | 1,200.00 | 2,800.00 | 2,200.00 | (600.00) |
| Travel | 192.87 | 2,400.00 | 3,700.00 | 5,400.00 | 1,700.00 |
| Subtotal Operating Expense | 65,607.16 | 65,400.00 | 69,700.00 | 68,000.00 | (1,700.00) |
| Total Expense | 275,783.64 | 298,250.00 | 305,400.00 | 430,900.00 | 125,500.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (275,783.64) | (296,750.00) | (305,400.00) | (430,900.00) | (125,500.00) |
| Allocations: Within Departments | | | | 7,588.00 | 7,588.00 |
| Allocation:Between Departments | (400.00) | | | (55,400.00) | (55,400.00) |
| Surplus/(Deficit) After Allocation | (275,383.64) | (296,750.00) | (305,400.00) | (383,088.00) | (77,688.00) |
| Transfer Between Funds | | | | (66,700.00) | (66,700.00) |
| Total Transfer | | | | (66,700.00) | (66,700.00) |
| Surplus / (Deficit) | (\$275,383.64) | (\$296,750.00) | (\$305,400.00) | (\$316,388.00) | (\$10,988.00) |

City of Port Colborne
2024 Operating Budget
Economic Development

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Other Revenue | \$21,266.56 | | \$15,000.00 | \$15,000.00 | |
| Fees | 2,105.00 | | | | |
| Grants - Other | | 32,500.00 | 5,000.00 | 5,000.00 | |
| Grant - Provincial | 81,000.00 | 21,500.00 | | | |
| Total Revenue | 104,371.56 | 54,000.00 | 20,000.00 | 20,000.00 | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 327,038.43 | 313,600.00 | 296,700.00 | 226,100.00 | (70,600.00) |
| Salaries and Wages - Part Time | 54,442.08 | 52,600.00 | | | |
| Salaries and Wages - Students | 53,846.81 | 4,700.00 | 21,600.00 | 11,700.00 | (9,900.00) |
| Overtime Pay | 3,435.17 | | | | |
| Employee Benefits | 126,493.07 | 139,400.00 | 88,700.00 | 71,400.00 | (17,300.00) |
| Subtotal Personnel Expense | 565,255.56 | 510,300.00 | 407,000.00 | 309,200.00 | (97,800.00) |
| Operating Expense | | | | | |
| Association/Membership Fees | 11,027.96 | 13,000.00 | 13,000.00 | 13,000.00 | |
| Comm and Public Relations | 43,502.46 | 20,000.00 | 22,000.00 | 25,000.00 | 3,000.00 |
| Computer Software | 1,805.53 | | | | |
| Contract Services | 1,407.97 | | | | |
| Grants and Sponsorship Expense | 2,035.20 | 1,000.00 | | | |
| Hospitality Expense | 3,486.57 | 3,200.00 | 2,500.00 | 3,200.00 | 700.00 |
| Office Supplies | 1,131.41 | 1,500.00 | 2,500.00 | 1,200.00 | (1,300.00) |
| Postage & Courier | 4.58 | 100.00 | 100.00 | 100.00 | |
| Program Supplies | 1,909.18 | | | | |
| Staff Training & Development | 7,056.11 | 8,600.00 | 8,600.00 | 3,600.00 | (5,000.00) |
| SME - Consultants | 55,124.90 | 80,000.00 | 50,000.00 | 50,000.00 | |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Subscriptions and Publications | 15.70 | 100.00 | | 150.00 | 150.00 |
| Telephone/Internet | 3,137.73 | 700.00 | 5,000.00 | 1,000.00 | (4,000.00) |
| Travel | 1,448.02 | 8,000.00 | 1,700.00 | 3,600.00 | 1,900.00 |
| Subtotal Operating Expense | 133,093.32 | 136,200.00 | 105,400.00 | 100,850.00 | (4,550.00) |
| Total Expense | 698,348.88 | 646,500.00 | 512,400.00 | 410,050.00 | (102,350.00) |
| Surplus/(Deficit) Before Allocation | (593,977.32) | (592,500.00) | (492,400.00) | (390,050.00) | 102,350.00 |
| Allocations: Within Departments | | | | 94,320.00 | 94,320.00 |
| Allocation:Between Departments | 8,883.38 | 17,206.00 | 18,026.55 | 18,239.00 | 212.45 |
| Allocation:SSE | (3,400.00) | (3,400.00) | | | |
| Surplus/(Deficit) After Allocation | (599,460.70) | (606,306.00) | (510,426.55) | (502,609.00) | 7,817.55 |
| Transfer Between Funds | (45,000.00) | (55,000.00) | (55,000.00) | | 55,000.00 |
| Total Transfer | (45,000.00) | (55,000.00) | (55,000.00) | | 55,000.00 |
| Surplus / (Deficit) | (\$554,460.70) | (\$551,306.00) | (\$455,426.55) | (\$502,609.00) | (\$47,182.45) |

**City of Port Colborne
2024 Operating Budget
Tourism Services**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|--------|----------|--------|---------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | | | | \$177,500.00 | \$177,500.00 |
| Salaries and Wages - Students | | | | 34,800.00 | 34,800.00 |
| Employee Benefits | | | | 63,400.00 | 63,400.00 |
| Subtotal Personnel Expense | | | | 275,700.00 | 275,700.00 |
| Operating Expense | | | | | |
| Staff Training & Development | | | | 3,500.00 | 3,500.00 |
| Telephone/Internet | | | | 800.00 | 800.00 |
| Travel | | | | 3,500.00 | 3,500.00 |
| Subtotal Operating Expense | | | | 7,800.00 | 7,800.00 |
| Total Expense | | | | 283,500.00 | 283,500.00 |
| Surplus/(Deficit) Before Allocation | | | | (283,500.00) | (283,500.00) |
| Allocations: Within Departments | | | | (87,100.00) | (87,100.00) |
| Allocation:Between Departments | | | | (134,400.00) | (134,400.00) |
| Surplus/(Deficit) After Allocation | | | | (62,000.00) | (62,000.00) |
| Transfer Between Funds | | | | (62,000.00) | (62,000.00) |
| Total Transfer | | | | (62,000.00) | (62,000.00) |

Appendix C - Divisional Summary & Detail

Corporate Services Divisional Summary

CITY OF PORT COLBORNE
2024 Budget - Corporate Services Divisional Summary

| | Corporate Services Global | Clerks | Customer Service | Financial Services | Human Resources | Information Technology | Total 2024 Corporate Services Budget |
|-----------------------------------|---------------------------------|----------------|---------------------|-----------------------|--------------------|---------------------------|---|
| Revenue | | | | | | | |
| Licences and Permits | | \$36,000 | | \$25,000 | | | \$61,000 |
| Fees | | 200 | | 61,000 | | | 61,200 |
| Total Revenue | | 36,200 | | 86,000 | | | 122,200 |
| Expense | | | | | | | |
| Personnel Expense | | | | | | | |
| Salaries and Wages - Full Time | 182,900 | 329,100 | 156,200 | 662,100 | 421,300 | 455,000 | 2,206,600 |
| Salaries and Wages - Students | | 28,900 | 14,400 | 28,800 | 14,500 | 28,900 | 115,500 |
| Overtime Pay | | 2,000 | 10,000 | 10,000 | | 4,200 | 26,200 |
| Employee Benefits | 46,500 | 122,900 | 75,000 | 238,300 | 131,200 | 162,000 | 775,900 |
| Subtotal Personnel Expense | 229,400 | 482,900 | 255,600 | 939,200 | 567,000 | 650,100 | 3,124,200 |
| Operating Expense | | | | | | | |
| Association/Membership Fees | 1,400 | 2,500 | | 3,000 | 4,800 | 1,000 | 12,700 |
| Hospitality Expense | 4,000 | | | | | | 4,000 |
| Office Supplies | 26,100 | | | | | | 26,100 |
| Postage & Courier | 200 | 100 | | 40,000 | | | 40,300 |
| Staff Training & Development | 2,800 | 5,400 | 4,400 | 10,400 | 6,500 | 9,700 | 39,200 |
| SME - Audit and Actuary | | | | 85,000 | | | 85,000 |
| SME - Consultants | 30,000 | | | | | 30,000 | 60,000 |
| Subscriptions and Publications | | 1,000 | | 500 | 1,000 | | 2,500 |
| Telephone/Internet | 1,800 | 1,500 | 240 | 1,400 | 1,200 | 3,000 | 9,140 |
| Travel | 4,500 | 5,400 | 4,400 | 10,400 | 6,500 | 9,700 | 40,900 |
| Subtotal Operating Expense | 70,800 | 15,900 | 9,040 | 150,700 | 20,000 | 53,400 | 319,840 |
| Total Expense | 300,200 | 498,800 | 264,640 | 1,089,900 | 587,000 | 703,500 | 3,444,040 |

| | Corporate Services Global | Clerks | Customer Service | Financial Services | Human Resources | Information Technology | Total 2024 Corporate Services Budget |
|--|---------------------------------|--------------------|---------------------|-----------------------|--------------------|---------------------------|---|
| Surplus/(Deficit) Before Allocation | (300,200) | (462,600) | (264,640) | (1,003,900) | (587,000) | (703,500) | (3,321,840) |
| Allocations: Within Departments | (226,337) | 25,473 | 61,115 | (7,341) | 29,977 | 35,927 | (81,186) |
| Allocation:Between Departments | 60,645 | 18,239 | 18,239 | 18,239 | 18,239 | (3,761) | 129,840 |
| Allocation:SSE | (88,708) | | (15,400) | | | (22,000) | (126,108) |
| Surplus/(Deficit) After Allocation | (45,800) | (506,312) | (328,594) | (1,014,798) | (635,216) | (713,666) | (3,244,386) |
| Transfer Between Funds | (45,800) | (22,300) | (58,300) | (199,300) | (143,500) | (161,100) | (630,300) |
| Total Transfer | (45,800) | (22,300) | (58,300) | (199,300) | (143,500) | (161,100) | (630,300) |
| Surplus / (Deficit) | | (\$484,012) | (\$270,294) | (\$815,498) | (\$491,716) | (\$552,566) | (\$2,614,086) |

**City of Port Colborne
2024 Operating Budget**

Corporate Services

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Licences and Permits | \$59,336.58 | \$63,200.00 | \$58,000.00 | \$61,000.00 | \$3,000.00 |
| Fees | 28,307.64 | 61,100.00 | 32,500.00 | 61,200.00 | 28,700.00 |
| Total Revenue | 87,644.22 | 124,300.00 | 90,500.00 | 122,200.00 | 31,700.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 1,881,464.81 | 1,866,000.00 | 2,186,000.00 | 2,206,600.00 | 20,600.00 |
| Salaries and Wages - Part Time | 173,939.58 | 193,200.00 | | | |
| Salaries and Wages - Students | 29,750.51 | 52,500.00 | 54,900.00 | 115,500.00 | 60,600.00 |
| Overtime Pay | 34,483.44 | 41,000.00 | 11,500.00 | 26,200.00 | 14,700.00 |
| Employee Benefits | 654,301.97 | 654,200.00 | 705,400.00 | 775,900.00 | 70,500.00 |
| Subtotal Personnel Expense | 2,773,940.31 | 2,806,900.00 | 2,957,800.00 | 3,124,200.00 | 166,400.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 9,046.36 | 12,300.00 | 14,340.00 | 12,700.00 | (1,640.00) |
| Comm and Public Relations | | | 1,000.00 | | (1,000.00) |
| Contract Services | 2,305.94 | 1,000.00 | 17,500.00 | | (17,500.00) |
| Hospitality Expense | 3,625.93 | 3,500.00 | 4,900.00 | 4,000.00 | (900.00) |
| Office Supplies | 31,512.34 | 26,100.00 | 32,600.00 | 26,100.00 | (6,500.00) |
| Postage & Courier | 39,901.92 | 40,300.00 | 48,900.00 | 40,300.00 | (8,600.00) |
| Staff Training & Development | 34,976.31 | 39,300.00 | 48,000.00 | 39,200.00 | (8,800.00) |
| SME - Audit and Actuary | 68,779.13 | 85,000.00 | 85,000.00 | 85,000.00 | |
| SME - Consultants | 20,744.18 | 55,000.00 | 51,000.00 | 60,000.00 | 9,000.00 |
| Subscriptions and Publications | 2,280.25 | 2,300.00 | 4,500.00 | 2,500.00 | (2,000.00) |
| Telephone/Internet | 8,182.24 | 10,100.00 | 8,720.00 | 9,140.00 | 420.00 |
| Travel | 8,407.49 | 34,900.00 | 37,100.00 | 40,900.00 | 3,800.00 |
| Subtotal Operating Expense | 229,762.09 | 309,800.00 | 353,560.00 | 319,840.00 | (33,720.00) |
| Total Expense | 3,003,702.40 | 3,116,700.00 | 3,311,360.00 | 3,444,040.00 | 132,680.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (2,916,058.18) | (2,992,400.00) | (3,220,860.00) | (3,321,840.00) | (100,980.00) |
| Allocations: Within Departments | (63,252.11) | (65,070.00) | (91,967.73) | (81,186.00) | 10,781.73 |
| Allocation:Between Departments | 54,766.90 | 86,030.00 | 90,132.75 | 129,840.00 | 39,707.25 |
| Allocation:SSE | (132,292.79) | (99,762.00) | (127,331.61) | (126,108.00) | 1,223.61 |
| Surplus/(Deficit) After Allocation | (2,775,280.18) | (2,913,598.00) | (3,091,693.41) | (3,244,386.00) | (152,692.59) |
| Transfer to/ (from) Reserves | (92,600.00) | | | | |
| Transfer Between Funds | (465,959.52) | (504,245.99) | (504,245.99) | (630,300.00) | (126,054.01) |
| Total Transfer | (558,559.52) | (504,245.99) | (504,245.99) | (630,300.00) | (126,054.01) |
| Surplus / (Deficit) | (\$2,216,720.66) | (\$2,409,352.01) | (\$2,587,447.42) | (\$2,614,086.00) | (\$26,638.58) |

Appendix C - Divisional Summary & Detail

Corporate Services Divisional Detail

City of Port Colborne
2024 Operating Budget
Corporate Services - Global

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | \$171,183.06 | \$175,700.00 | \$168,200.00 | \$182,900.00 | \$14,700.00 |
| Employee Benefits | 43,105.84 | 41,400.00 | 40,700.00 | 46,500.00 | 5,800.00 |
| Subtotal Personnel Expense | 214,288.90 | 217,100.00 | 208,900.00 | 229,400.00 | 20,500.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 1,279.33 | 1,400.00 | 1,340.00 | 1,400.00 | 60.00 |
| Contract Services | 2,305.94 | 1,000.00 | 10,000.00 | | (10,000.00) |
| Hospitality Expense | 3,625.93 | 3,500.00 | 3,500.00 | 4,000.00 | 500.00 |
| Office Supplies | 31,512.34 | 26,100.00 | 26,100.00 | 26,100.00 | |
| Postage & Courier | 245.09 | 200.00 | 700.00 | 200.00 | (500.00) |
| Staff Training & Development | 846.00 | 2,000.00 | 2,600.00 | 2,800.00 | 200.00 |
| SME - Consultants | 17,564.18 | 30,000.00 | 30,000.00 | 30,000.00 | |
| Telephone/Internet | 1,543.81 | 1,800.00 | 910.00 | 1,800.00 | 890.00 |
| Travel | 438.49 | 5,000.00 | 4,300.00 | 4,500.00 | 200.00 |
| Subtotal Operating Expense | 59,361.11 | 71,000.00 | 79,450.00 | 70,800.00 | (8,650.00) |
| Total Expense | 273,650.01 | 288,100.00 | 288,350.00 | 300,200.00 | 11,850.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|---------------------|---------------------|---------------------|---------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (273,650.01) | (288,100.00) | (288,350.00) | (300,200.00) | (11,850.00) |
| Allocations: Within Departments | (181,882.22) | (210,738.00) | (196,873.99) | (226,337.00) | (29,463.01) |
| Allocation:Between Departments | (1,800.00) | | | 60,645.00 | 60,645.00 |
| Allocation:SSE | (89,967.79) | (77,362.00) | (91,476.01) | (88,708.00) | 2,768.01 |
| Surplus/(Deficit) After Allocation | | | | (45,800.00) | (45,800.00) |
| Transfer Between Funds | | | | (45,800.00) | (45,800.00) |
| Total Transfer | | | | (45,800.00) | (45,800.00) |

**City of Port Colborne
2024 Operating Budget**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|
| | | Clerks | | Proposed | (2024 Budget |
| | Actual | Forecast | Budget | Budget | - 2023 Budget) |
| Revenue | | | | | |
| Licences and Permits | \$32,966.58 | \$38,200.00 | \$32,000.00 | \$36,000.00 | \$4,000.00 |
| Fees | 2,730.64 | 100.00 | 2,500.00 | 200.00 | (2,300.00) |
| Total Revenue | 35,697.22 | 38,300.00 | 34,500.00 | 36,200.00 | 1,700.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 263,130.28 | 279,400.00 | 334,800.00 | 329,100.00 | (5,700.00) |
| Salaries and Wages - Part Time | 72,743.94 | 75,600.00 | | | |
| Salaries and Wages - Students | | | | 28,900.00 | 28,900.00 |
| Overtime Pay | 4,837.08 | 2,000.00 | 1,000.00 | 2,000.00 | 1,000.00 |
| Employee Benefits | 111,119.02 | 120,800.00 | 104,500.00 | 122,900.00 | 18,400.00 |
| Subtotal Personnel Expense | 451,830.32 | 477,800.00 | 440,300.00 | 482,900.00 | 42,600.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 630.91 | 1,800.00 | 2,450.00 | 2,500.00 | 50.00 |
| Comm and Public Relations | | | 1,000.00 | | (1,000.00) |
| Contract Services | | | 7,500.00 | | (7,500.00) |
| Hospitality Expense | | | 1,400.00 | | (1,400.00) |
| Office Supplies | | | 6,500.00 | | (6,500.00) |
| Postage & Courier | 13.74 | 100.00 | 200.00 | 100.00 | (100.00) |
| Staff Training & Development | 1,940.41 | 5,000.00 | 7,200.00 | 5,400.00 | (1,800.00) |
| Subscriptions and Publications | 695.00 | 1,000.00 | 1,000.00 | 1,000.00 | |
| Telephone/Internet | 1,645.50 | 1,800.00 | 1,450.00 | 1,500.00 | 50.00 |
| Travel | 176.15 | 2,000.00 | 4,700.00 | 5,400.00 | 700.00 |
| Subtotal Operating Expense | 5,101.71 | 11,700.00 | 33,400.00 | 15,900.00 | (17,500.00) |
| Total Expense | 456,932.03 | 489,500.00 | 473,700.00 | 498,800.00 | 25,100.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (421,234.81) | (451,200.00) | (439,200.00) | (462,600.00) | (23,400.00) |
| Allocations: Within Departments | 26,759.62 | 25,409.00 | | 25,473.00 | 25,473.00 |
| Allocation:Between Departments | 13,033.38 | 17,206.00 | 18,026.55 | 18,239.00 | 212.45 |
| Surplus/(Deficit) After Allocation | (461,027.81) | (493,815.00) | (457,226.55) | (506,312.00) | (49,085.45) |
| Transfer Between Funds | | | | (22,300.00) | (22,300.00) |
| Total Transfer | | | | (22,300.00) | (22,300.00) |
| Surplus / (Deficit) | (\$461,027.81) | (\$493,815.00) | (\$457,226.55) | (\$484,012.00) | (\$26,785.45) |

**City of Port Colborne
2024 Operating Budget**

Customer Service

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| <hr/> | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | \$283,463.72 | \$194,800.00 | \$244,800.00 | \$156,200.00 | (\$88,600.00) |
| Salaries and Wages - Students | 8,493.77 | 12,000.00 | 13,800.00 | 14,400.00 | 600.00 |
| Overtime Pay | 4,920.64 | 18,000.00 | 3,000.00 | 10,000.00 | 7,000.00 |
| Employee Benefits | 104,574.26 | 77,200.00 | 97,000.00 | 75,000.00 | (22,000.00) |
| Subtotal Personnel Expense | 401,452.39 | 302,000.00 | 358,600.00 | 255,600.00 | (103,000.00) |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Staff Training & Development | 936.19 | 3,900.00 | 3,900.00 | 4,400.00 | 500.00 |
| Subscriptions and Publications | | | 500.00 | | (500.00) |
| Telephone/Internet | 660.52 | 500.00 | 670.00 | 240.00 | (430.00) |
| Travel | | 3,900.00 | 3,900.00 | 4,400.00 | 500.00 |
| Subtotal Operating Expense | 1,596.71 | 8,300.00 | 8,970.00 | 9,040.00 | 70.00 |
| <hr/> | | | | | |
| Total Expense | 403,049.10 | 310,300.00 | 367,570.00 | 264,640.00 | (102,930.00) |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (403,049.10) | (310,300.00) | (367,570.00) | (264,640.00) | 102,930.00 |
| Allocations: Within Departments | (12,082.58) | 14,945.00 | (1,716.71) | 61,115.00 | 62,831.71 |
| Allocation:Between Departments | 4,733.38 | 17,206.00 | 18,026.55 | 18,239.00 | 212.45 |
| Allocation:SSE | (42,325.00) | (22,400.00) | (35,855.60) | (15,400.00) | 20,455.60 |
| Surplus/(Deficit) After Allocation | (353,374.90) | (320,051.00) | (348,024.24) | (328,594.00) | 19,430.24 |
| Transfer Between Funds | (68,430.69) | (74,053.42) | (74,053.42) | (58,300.00) | 15,753.42 |
| Total Transfer | (68,430.69) | (74,053.42) | (74,053.42) | (58,300.00) | 15,753.42 |
| Surplus / (Deficit) | (\$284,944.21) | (\$245,997.58) | (\$273,970.82) | (\$270,294.00) | \$3,676.82 |

**City of Port Colborne
2024 Operating Budget**

Financial Services

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|---------------------|---------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Licences and Permits | \$26,370.00 | \$25,000.00 | \$26,000.00 | \$25,000.00 | (\$1,000.00) |
| Fees | 25,577.00 | 61,000.00 | 30,000.00 | 61,000.00 | 31,000.00 |
| Total Revenue | 51,947.00 | 86,000.00 | 56,000.00 | 86,000.00 | 30,000.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 532,719.05 | 534,800.00 | 693,700.00 | 662,100.00 | (31,600.00) |
| Salaries and Wages - Part Time | 77,151.05 | 47,000.00 | | | |
| Salaries and Wages - Students | | 13,000.00 | 13,500.00 | 28,800.00 | 15,300.00 |
| Overtime Pay | 15,851.56 | 16,000.00 | 3,300.00 | 10,000.00 | 6,700.00 |
| Employee Benefits | 195,167.31 | 190,200.00 | 234,700.00 | 238,300.00 | 3,600.00 |
| Subtotal Personnel Expense | 820,888.97 | 801,000.00 | 945,200.00 | 939,200.00 | (6,000.00) |
| Operating Expense | | | | | |
| Association/Membership Fees | 2,981.17 | 4,300.00 | 4,750.00 | 3,000.00 | (1,750.00) |
| Postage & Courier | 39,643.09 | 40,000.00 | 48,000.00 | 40,000.00 | (8,000.00) |
| Staff Training & Development | 14,140.50 | 10,400.00 | 10,700.00 | 10,400.00 | (300.00) |
| SME - Audit and Actuary | 68,779.13 | 85,000.00 | 85,000.00 | 85,000.00 | |
| Subscriptions and Publications | | 300.00 | 500.00 | 500.00 | |
| Telephone/Internet | 954.57 | 1,000.00 | 1,200.00 | 1,400.00 | 200.00 |
| Travel | 1,250.64 | 8,000.00 | 10,700.00 | 10,400.00 | (300.00) |
| Subtotal Operating Expense | 127,749.10 | 149,000.00 | 160,850.00 | 150,700.00 | (10,150.00) |
| Total Expense | 948,638.07 | 950,000.00 | 1,106,050.00 | 1,089,900.00 | (16,150.00) |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (896,691.07) | (864,000.00) | (1,050,050.00) | (1,003,900.00) | 46,150.00 |
| Allocations: Within Departments | 53,141.87 | 49,314.00 | 54,053.35 | (7,341.00) | (61,394.35) |
| Allocation:Between Departments | 17,733.38 | 17,206.00 | 18,026.55 | 18,239.00 | 212.45 |
| Surplus/(Deficit) After Allocation | (967,566.32) | (930,520.00) | (1,122,129.90) | (1,014,798.00) | 107,331.90 |
| Transfer to/ (from) Reserves | (92,600.00) | | | | |
| Transfer Between Funds | (202,415.72) | (219,047.62) | (219,047.62) | (199,300.00) | 19,747.62 |
| Total Transfer | (295,015.72) | (219,047.62) | (219,047.62) | (199,300.00) | 19,747.62 |
| Surplus / (Deficit) | (\$672,550.60) | (\$711,472.38) | (\$903,082.28) | (\$815,498.00) | \$87,584.28 |

**City of Port Colborne
2024 Operating Budget**

Human Resources

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| <hr/> | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | \$340,686.24 | \$335,800.00 | \$388,800.00 | \$421,300.00 | \$32,500.00 |
| Salaries and Wages - Part Time | 24,044.59 | 70,600.00 | | | |
| Salaries and Wages - Students | 8,803.20 | 13,800.00 | 13,800.00 | 14,500.00 | 700.00 |
| Overtime Pay | 3,810.83 | 1,000.00 | | | |
| Employee Benefits | 106,270.50 | 111,200.00 | 111,700.00 | 131,200.00 | 19,500.00 |
| Subtotal Personnel Expense | 483,615.36 | 532,400.00 | 514,300.00 | 567,000.00 | 52,700.00 |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Association/Membership Fees | 3,520.98 | 4,800.00 | 4,800.00 | 4,800.00 | |
| Staff Training & Development | 15,308.02 | 8,000.00 | 16,200.00 | 6,500.00 | (9,700.00) |
| SME - Consultants | 3,180.00 | | | | |
| Subscriptions and Publications | 1,585.25 | 1,000.00 | 2,000.00 | 1,000.00 | (1,000.00) |
| Telephone/Internet | 1,187.03 | 1,200.00 | 1,570.00 | 1,200.00 | (370.00) |
| Travel | 4,270.99 | 4,000.00 | 6,100.00 | 6,500.00 | 400.00 |
| Subtotal Operating Expense | 29,052.27 | 19,000.00 | 30,670.00 | 20,000.00 | (10,670.00) |
| <hr/> | | | | | |
| Total Expense | 512,667.63 | 551,400.00 | 544,970.00 | 587,000.00 | 42,030.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (512,667.63) | (551,400.00) | (544,970.00) | (587,000.00) | (42,030.00) |
| Allocations: Within Departments | 28,041.36 | 28,623.00 | 26,633.02 | 29,977.00 | 3,343.98 |
| Allocation:Between Departments | 5,633.38 | 17,206.00 | 18,026.55 | 18,239.00 | 212.45 |
| Surplus/(Deficit) After Allocation | (546,342.37) | (597,229.00) | (589,629.57) | (635,216.00) | (45,586.43) |
| Transfer Between Funds | (100,378.44) | (108,626.22) | (108,626.22) | (143,500.00) | (34,873.78) |
| Total Transfer | (100,378.44) | (108,626.22) | (108,626.22) | (143,500.00) | (34,873.78) |
| Surplus / (Deficit) | (\$445,963.93) | (\$488,602.78) | (\$481,003.35) | (\$491,716.00) | (\$10,712.65) |

City of Port Colborne
2024 Operating Budget
Information Technology

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| <hr/> | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | \$290,282.46 | \$345,500.00 | \$355,700.00 | \$455,000.00 | \$99,300.00 |
| Salaries and Wages - Students | 12,453.54 | 13,700.00 | 13,800.00 | 28,900.00 | 15,100.00 |
| Overtime Pay | 5,063.33 | 4,000.00 | 4,200.00 | 4,200.00 | |
| Employee Benefits | 94,065.04 | 113,400.00 | 116,800.00 | 162,000.00 | 45,200.00 |
| Subtotal Personnel Expense | 401,864.37 | 476,600.00 | 490,500.00 | 650,100.00 | 159,600.00 |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Association/Membership Fees | 633.97 | | 1,000.00 | 1,000.00 | |
| Staff Training & Development | 1,805.19 | 10,000.00 | 7,400.00 | 9,700.00 | 2,300.00 |
| SME - Consultants | | 25,000.00 | 21,000.00 | 30,000.00 | 9,000.00 |
| Subscriptions and Publications | | | 500.00 | | (500.00) |
| Telephone/Internet | 2,190.81 | 3,800.00 | 2,920.00 | 3,000.00 | 80.00 |
| Travel | 2,271.22 | 12,000.00 | 7,400.00 | 9,700.00 | 2,300.00 |
| Subtotal Operating Expense | 6,901.19 | 50,800.00 | 40,220.00 | 53,400.00 | 13,180.00 |
| <hr/> | | | | | |
| Total Expense | 408,765.56 | 527,400.00 | 530,720.00 | 703,500.00 | 172,780.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (408,765.56) | (527,400.00) | (530,720.00) | (703,500.00) | (172,780.00) |
| Allocations: Within Departments | 22,769.84 | 27,377.00 | 25,936.60 | 35,927.00 | 9,990.40 |
| Allocation:Between Departments | 15,433.38 | 17,206.00 | 18,026.55 | (3,761.00) | (21,787.55) |
| Allocation:SSE | | | | (22,000.00) | (22,000.00) |
| Surplus/(Deficit) After Allocation | (446,968.78) | (571,983.00) | (574,683.15) | (713,666.00) | (138,982.85) |
| Transfer Between Funds | (94,734.67) | (102,518.73) | (102,518.73) | (161,100.00) | (58,581.27) |
| Total Transfer | (94,734.67) | (102,518.73) | (102,518.73) | (161,100.00) | (58,581.27) |
| Surplus / (Deficit) | (\$352,234.11) | (\$469,464.27) | (\$472,164.42) | (\$552,566.00) | (\$80,401.58) |

Appendix C - Divisional Summary & Detail

Recreation Divisional Detail

**City of Port Colborne
2024 Operating Budget**

Comm Sports and Recreation (VHWC)

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Advertising and Sponsorship | \$21,212.39 | \$10,000.00 | \$18,000.00 | \$18,000.00 | |
| Donations | | 600.00 | | | |
| Lease Income | 11,440.59 | 13,300.00 | 24,000.00 | 20,000.00 | (4,000.00) |
| Rentals | 356,634.06 | 439,200.00 | 504,000.00 | 504,000.00 | |
| Other Revenue | 431.64 | | | | |
| Fees | 20,565.96 | 49,100.00 | 35,000.00 | 20,000.00 | (15,000.00) |
| Total Revenue | 410,284.64 | 512,200.00 | 581,000.00 | 562,000.00 | (19,000.00) |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 539,519.49 | 528,600.00 | 605,800.00 | 532,600.00 | (73,200.00) |
| Salaries and Wages - Part Time | 51,654.82 | 83,000.00 | 35,900.00 | 46,800.00 | 10,900.00 |
| Salaries and Wages - Students | | 9,800.00 | | 142,800.00 | 142,800.00 |
| Overtime Pay | 40,755.50 | 30,000.00 | 20,000.00 | 16,100.00 | (3,900.00) |
| Employee Benefits | 201,873.38 | 147,600.00 | 226,400.00 | 239,200.00 | 12,800.00 |
| Subtotal Personnel Expense | 833,803.19 | 799,000.00 | 888,100.00 | 977,500.00 | 89,400.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 2,547.42 | 1,200.00 | 1,000.00 | 2,000.00 | 1,000.00 |
| Cleaning Supplies | 8,080.35 | 9,000.00 | 12,000.00 | | (12,000.00) |
| Comm and Public Relations | | | 500.00 | | (500.00) |
| Contract Services | 367,350.97 | 400,800.00 | 352,700.00 | 260,500.00 | (92,200.00) |
| Equipment - Purchase | 7,005.70 | 10,000.00 | 10,000.00 | 10,000.00 | |
| Equipment - Rental | 2,912.76 | | | | |
| Office Supplies | 903.09 | 1,200.00 | 1,200.00 | 1,200.00 | |
| Postage & Courier | | 50.00 | | | |
| Program Supplies | 5,961.08 | 10,000.00 | 10,000.00 | 10,000.00 | |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Protective & Uniform Clothing | 2,261.10 | 2,000.00 | 2,400.00 | 4,800.00 | 2,400.00 |
| R&M - Grounds | 9,847.66 | 6,000.00 | 10,000.00 | | (10,000.00) |
| R&M - Consumables and Parts | 980.44 | | | | |
| Staff Training & Development | 9,193.15 | 12,900.00 | 12,900.00 | 11,100.00 | (1,800.00) |
| Subscriptions and Publications | | 200.00 | | | |
| Telephone/Internet | 1,858.56 | 1,400.00 | 1,170.00 | | (1,170.00) |
| Travel | 9,274.79 | 6,500.00 | 6,500.00 | 11,100.00 | 4,600.00 |
| Subtotal Operating Expense | 428,177.07 | 461,250.00 | 420,370.00 | 310,700.00 | (109,670.00) |
| Total Expense | 1,261,980.26 | 1,260,250.00 | 1,308,470.00 | 1,288,200.00 | (20,270.00) |
| Surplus/(Deficit) Before Allocation | (851,695.62) | (748,050.00) | (727,470.00) | (726,200.00) | 1,270.00 |
| Allocations: Within Departments | 111,011.73 | 86,070.00 | 82,071.92 | 81,186.00 | (885.92) |
| Allocation:Between Departments | 990,695.17 | 1,166,853.00 | 1,203,939.64 | 1,806,134.00 | 602,194.36 |
| Allocation:SSE | (92,200.00) | (92,200.00) | | (580,700.00) | (580,700.00) |
| Surplus/(Deficit) After Allocation | (1,861,202.52) | (1,908,773.00) | (2,013,481.56) | (2,032,820.00) | (19,338.44) |
| Surplus / (Deficit) | (\$1,861,202.52) | (\$1,908,773.00) | (\$2,013,481.56) | (\$2,032,820.00) | (\$19,338.44) |

Appendix C - Divisional Summary & Detail

Planning Service Divisional Detail

City of Port Colborne
2024 Operating Budget
Planning and Development

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Fees | \$219,320.27 | \$215,000.00 | \$215,000.00 | \$370,000.00 | \$155,000.00 |
| Total Revenue | 219,320.27 | 215,000.00 | 215,000.00 | 370,000.00 | 155,000.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 313,813.07 | 422,200.00 | 399,500.00 | 520,200.00 | 120,700.00 |
| Salaries and Wages - Part Time | 5,255.48 | | | | |
| Salaries and Wages - Students | 9,931.07 | 13,300.00 | 13,800.00 | 28,900.00 | 15,100.00 |
| Overtime Pay | 6,723.57 | 14,000.00 | 8,300.00 | 11,000.00 | 2,700.00 |
| Honourariums | 4,315.00 | 6,000.00 | 6,000.00 | 4,500.00 | (1,500.00) |
| Employee Benefits | 92,563.16 | 136,200.00 | 125,600.00 | 175,400.00 | 49,800.00 |
| Subtotal Personnel Expense | 432,601.35 | 591,700.00 | 553,200.00 | 740,000.00 | 186,800.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 2,584.79 | 4,000.00 | 4,000.00 | 4,300.00 | 300.00 |
| Comm and Public Relations | 2,195.47 | 3,000.00 | 2,500.00 | 2,500.00 | |
| Contract Services | 7,097.69 | 10,000.00 | | 25,000.00 | 25,000.00 |
| Equipment - Purchase | 137.37 | 200.00 | 150.00 | | (150.00) |
| Hospitality Expense | 111.12 | 1,000.00 | | 1,000.00 | 1,000.00 |
| Office Supplies | 486.40 | 3,500.00 | | 3,500.00 | 3,500.00 |
| Postage & Courier | 16.06 | 100.00 | 100.00 | 100.00 | |
| Staff Training & Development | 7,216.15 | 8,400.00 | 8,800.00 | 9,900.00 | 1,100.00 |
| SME - Consultants | 73,233.74 | 90,000.00 | 20,000.00 | 25,000.00 | 5,000.00 |
| Subscriptions and Publications | | | 300.00 | | (300.00) |
| Telephone/Internet | 873.34 | 1,000.00 | 1,500.00 | 1,500.00 | |
| Travel | 1,262.93 | 3,000.00 | 2,200.00 | 9,900.00 | 7,700.00 |
| Subtotal Operating Expense | 95,215.06 | 124,200.00 | 39,550.00 | 82,700.00 | 43,150.00 |
| Total Expense | 527,816.41 | 715,900.00 | 592,750.00 | 822,700.00 | 229,950.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (308,496.14) | (500,900.00) | (377,750.00) | (452,700.00) | (74,950.00) |
| Allocations: Within Departments | 30,910.88 | | | | |
| Allocation:Between Departments | 16,533.38 | 102,906.00 | 107,276.35 | 103,017.00 | (4,259.35) |
| Surplus/(Deficit) After Allocation | (355,940.40) | (603,806.00) | (485,026.35) | (555,717.00) | (70,690.65) |
| Surplus / (Deficit) | (\$355,940.40) | (\$603,806.00) | (\$485,026.35) | (\$555,717.00) | (\$70,690.65) |

Appendix C - Divisional Summary & Detail

Community Safety Divisional Summary

CITY OF PORT COLBORNE
2024 Budget - Community Safety Divisional Summary

| | Bylaws | Fire | Total 2024 Community Safety Budget |
|-----------------------------------|----------------|------------------|---|
| Revenue | | | |
| Donations | | \$600 | \$600 |
| Fines | 45,000 | | 45,000 |
| Licences and Permits | 1,500 | | 1,500 |
| Fees | | 20,600 | 20,600 |
| Total Revenue | 46,500 | 21,200 | 67,700 |
| Expense | | | |
| Personnel Expense | | | |
| Salaries and Wages - Full Time | 281,500 | 1,829,200 | 2,110,700 |
| Salaries and Wages - Part Time | 29,600 | 396,300 | 425,900 |
| Salaries and Wages - Students | | 11,400 | 11,400 |
| Overtime Pay | 6,200 | 44,700 | 50,900 |
| Employee Benefits | 111,500 | 1,082,700 | 1,194,200 |
| Subtotal Personnel Expense | 428,800 | 3,364,300 | 3,793,100 |
| Operating Expense | | | |
| Association/Membership Fees | 750 | 2,000 | 2,750 |
| Cleaning Supplies | | 3,000 | 3,000 |
| Comm and Public Relations | 8,000 | 6,000 | 14,000 |
| Contract Services | | 130,900 | 130,900 |
| Equipment - Purchase | | 27,000 | 27,000 |
| Hospitality Expense | 750 | 6,000 | 6,750 |
| Office Supplies | 2,000 | 6,000 | 8,000 |
| Postage & Courier | 4,500 | 1,200 | 5,700 |
| Program Supplies | | 40,000 | 40,000 |
| Protective & Uniform Clothing | 7,500 | 38,000 | 45,500 |
| R&M - Consumables and Parts | 200 | | 200 |

| | Bylaws | Fire | Total 2024 Community Safety Budget |
|--|--------------------|----------------------|---|
| Staff Training & Development | 4,800 | 51,400 | 56,200 |
| Subscriptions and Publications | | 1,550 | 1,550 |
| Telephone/Internet | 6,000 | 5,500 | 11,500 |
| Travel | 4,800 | 17,200 | 22,000 |
| Subtotal Operating Expense | 39,300 | 335,750 | 375,050 |
| Total Expense | 468,100 | 3,700,050 | 4,168,150 |
| Surplus/(Deficit) Before Allocation | (421,600) | (3,678,850) | (4,100,450) |
| Allocations: Within Departments | 65,900 | (65,900) | |
| Allocation:Between Departments | 13,003 | 346,490 | 359,493 |
| Surplus/(Deficit) After Allocation | (500,503) | (3,959,440) | (4,459,943) |
| Surplus / (Deficit) | (\$500,503) | (\$3,959,440) | (\$4,459,943) |

City of Port Colborne 2024 Operating Budget

Community Safety

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Donations | \$2,695.00 | \$6,900.00 | \$600.00 | \$600.00 | |
| Fines | 13,886.00 | 43,000.00 | 24,000.00 | 45,000.00 | 21,000.00 |
| Licences and Permits | 15,507.37 | 2,800.00 | 1,500.00 | 1,500.00 | |
| Other Revenue | 74.00 | | | | |
| Fees | 146,580.42 | 76,800.00 | 20,600.00 | 20,600.00 | |
| Sales | 4,274.15 | 3,200.00 | | | |
| Total Revenue | 183,016.94 | 132,700.00 | 46,700.00 | 67,700.00 | 21,000.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 2,128,540.94 | 2,197,600.00 | 2,056,300.00 | 2,110,700.00 | 54,400.00 |
| Salaries and Wages - Part Time | 57,523.70 | 417,100.00 | 424,700.00 | 425,900.00 | 1,200.00 |
| Salaries and Wages - Students | | 9,100.00 | | 11,400.00 | 11,400.00 |
| Overtime Pay | 27,500.91 | 50,300.00 | 50,400.00 | 50,900.00 | 500.00 |
| Honourariums | 344,506.78 | | 25,000.00 | | (25,000.00) |
| Employee Benefits | 1,120,780.90 | 1,236,700.00 | 1,275,000.00 | 1,194,200.00 | (80,800.00) |
| Subtotal Personnel Expense | 3,678,853.23 | 3,910,800.00 | 3,831,400.00 | 3,793,100.00 | (38,300.00) |
| Operating Expense | | | | | |
| Association/Membership Fees | 1,764.26 | 2,850.00 | 2,750.00 | 2,750.00 | |
| Cleaning Supplies | 2,432.95 | 3,000.00 | 3,000.00 | 3,000.00 | |
| Comm and Public Relations | 7,134.68 | 10,000.00 | 23,300.00 | 14,000.00 | (9,300.00) |
| Contract Services | 160,405.55 | 149,900.00 | 100,900.00 | 130,900.00 | 30,000.00 |
| Equipment - Purchase | 42,076.69 | 27,000.00 | 27,000.00 | 27,000.00 | |
| Hospitality Expense | 5,691.25 | 6,500.00 | 6,500.00 | 6,750.00 | 250.00 |
| Office Supplies | 8,112.91 | 7,000.00 | 8,000.00 | 8,000.00 | |
| Postage & Courier | 6,313.21 | 5,700.00 | 4,200.00 | 5,700.00 | 1,500.00 |
| Program Supplies | 37,004.16 | 40,000.00 | 40,000.00 | 40,000.00 | |
| Protective & Uniform Clothing | 42,212.07 | 37,000.00 | 40,500.00 | 45,500.00 | 5,000.00 |
| R&M - Consumables and Parts | 156.35 | | 100.00 | 200.00 | 100.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|----------------------------|--|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Staff Training & Development | 45,296.00 | 50,500.00 | 50,500.00 | 56,200.00 | 5,700.00 |
| Subscriptions and Publications | 817.09 | 2,000.00 | 1,550.00 | 1,550.00 | |
| Telephone/Internet | 10,450.07 | 8,300.00 | 11,500.00 | 11,500.00 | |
| Travel | 1,975.12 | 14,100.00 | 14,100.00 | 22,000.00 | 7,900.00 |
| Subtotal Operating Expense | 371,842.36 | 363,850.00 | 333,900.00 | 375,050.00 | 41,150.00 |
| Total Expense | 4,050,695.59 | 4,274,650.00 | 4,165,300.00 | 4,168,150.00 | 2,850.00 |
| Surplus/(Deficit) Before Allocation | (3,867,678.65) | (4,141,950.00) | (4,118,600.00) | (4,100,450.00) | 18,150.00 |
| Allocation:Between Departments | 253,874.56 | 264,577.00 | 246,357.91 | 359,493.00 | 113,135.09 |
| Allocation:SSE | (30,542.18) | | | | |
| Surplus/(Deficit) After Allocation | (4,091,011.03) | (4,406,527.00) | (4,364,957.91) | (4,459,943.00) | (94,985.09) |
| Surplus / (Deficit) | (\$4,091,011.03) | (\$4,406,527.00) | (\$4,364,957.91) | (\$4,459,943.00) | (\$94,985.09) |

Appendix C - Divisional Summary & Detail

Community Safety Divisional Detail

City of Port Colborne 2024 Operating Budget

| | Bylaws | | | | |
|-----------------------------------|-------------------|-------------------|-------------------|------------------------|------------------------------------|
| | 2022 | 2023 | 2023 | 2024 | Variance |
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Donations | | \$1,500.00 | | | |
| Fines | 13,886.00 | 43,000.00 | 24,000.00 | 45,000.00 | 21,000.00 |
| Licences and Permits | 15,507.37 | 2,800.00 | 1,500.00 | 1,500.00 | |
| Other Revenue | 74.00 | | | | |
| Fees | 82,862.97 | 49,000.00 | | | |
| Total Revenue | 112,330.34 | 96,300.00 | 25,500.00 | 46,500.00 | 21,000.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 253,694.70 | 273,500.00 | 275,900.00 | 281,500.00 | 5,600.00 |
| Salaries and Wages - Part Time | 48,132.17 | 21,500.00 | 29,100.00 | 29,600.00 | 500.00 |
| Overtime Pay | 11,494.78 | 6,000.00 | 6,100.00 | 6,200.00 | 100.00 |
| Employee Benefits | 94,063.74 | 96,900.00 | 102,300.00 | 111,500.00 | 9,200.00 |
| Subtotal Personnel Expense | 407,385.39 | 397,900.00 | 413,400.00 | 428,800.00 | 15,400.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 473.00 | 750.00 | 750.00 | 750.00 | |
| Comm and Public Relations | 1,748.19 | 4,000.00 | 7,500.00 | 8,000.00 | 500.00 |
| Contract Services | 76,128.55 | 49,000.00 | | | |
| Hospitality Expense | 428.32 | 500.00 | 500.00 | 750.00 | 250.00 |
| Office Supplies | 1,125.48 | 1,000.00 | 2,000.00 | 2,000.00 | |
| Postage & Courier | 4,510.52 | 4,500.00 | 3,000.00 | 4,500.00 | 1,500.00 |
| Protective & Uniform Clothing | 5,766.36 | 4,000.00 | 7,500.00 | 7,500.00 | |
| R&M - Consumables and Parts | 156.35 | | 100.00 | 200.00 | 100.00 |
| Staff Training & Development | 5,302.15 | 5,500.00 | 5,500.00 | 4,800.00 | (700.00) |

Appendix C - Divisional Summary and Detail

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Telephone/Internet | 6,345.25 | 4,900.00 | 6,000.00 | 6,000.00 | |
| Travel | 1,558.38 | 2,800.00 | 2,800.00 | 4,800.00 | 2,000.00 |
| Subtotal Operating Expense | 103,542.55 | 76,950.00 | 35,650.00 | 39,300.00 | 3,650.00 |
| Total Expense | 510,927.94 | 474,850.00 | 449,050.00 | 468,100.00 | 19,050.00 |
| Surplus/(Deficit) Before Allocation | (398,597.60) | (378,550.00) | (423,550.00) | (421,600.00) | 1,950.00 |
| Allocations: Within Departments | 103,200.00 | 83,765.00 | 109,214.80 | 65,900.00 | (43,314.80) |
| Allocation: Between Departments | 2,372.18 | 5,834.00 | 4,234.74 | 13,003.00 | 8,768.26 |
| Surplus/(Deficit) After Allocation | (504,169.78) | (468,149.00) | (536,999.54) | (500,503.00) | 36,496.54 |
| Surplus / (Deficit) | (\$504,169.78) | (\$468,149.00) | (\$536,999.54) | (\$500,503.00) | \$36,496.54 |

**City of Port Colborne
2024 Operating Budget**

Fire

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Donations | \$2,695.00 | \$5,400.00 | \$600.00 | \$600.00 | |
| Fees | 63,717.45 | 27,800.00 | 20,600.00 | 20,600.00 | |
| Sales | 4,274.15 | 3,200.00 | | | |
| Total Revenue | 70,686.60 | 36,400.00 | 21,200.00 | 21,200.00 | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 1,874,846.24 | 1,924,100.00 | 1,780,400.00 | 1,829,200.00 | 48,800.00 |
| Salaries and Wages - Part Time | 9,391.53 | 395,600.00 | 395,600.00 | 396,300.00 | 700.00 |
| Salaries and Wages - Students | | 9,100.00 | | 11,400.00 | 11,400.00 |
| Overtime Pay | 16,006.13 | 44,300.00 | 44,300.00 | 44,700.00 | 400.00 |
| Honourariums | 344,506.78 | | 25,000.00 | | (25,000.00) |
| Employee Benefits | 1,026,717.16 | 1,139,800.00 | 1,172,700.00 | 1,082,700.00 | (90,000.00) |
| Subtotal Personnel Expense | 3,271,467.84 | 3,512,900.00 | 3,418,000.00 | 3,364,300.00 | (53,700.00) |
| Operating Expense | | | | | |
| Association/Membership Fees | 1,291.26 | 2,100.00 | 2,000.00 | 2,000.00 | |
| Cleaning Supplies | 2,432.95 | 3,000.00 | 3,000.00 | 3,000.00 | |
| Comm and Public Relations | 5,386.49 | 6,000.00 | 15,800.00 | 6,000.00 | (9,800.00) |
| Contract Services | 84,277.00 | 100,900.00 | 100,900.00 | 130,900.00 | 30,000.00 |
| Equipment - Purchase | 42,076.69 | 27,000.00 | 27,000.00 | 27,000.00 | |
| Hospitality Expense | 5,262.93 | 6,000.00 | 6,000.00 | 6,000.00 | |
| Office Supplies | 6,987.43 | 6,000.00 | 6,000.00 | 6,000.00 | |
| Postage & Courier | 1,802.69 | 1,200.00 | 1,200.00 | 1,200.00 | |
| Program Supplies | 37,004.16 | 40,000.00 | 40,000.00 | 40,000.00 | |
| Protective & Uniform Clothing | 36,445.71 | 33,000.00 | 33,000.00 | 38,000.00 | 5,000.00 |

Appendix C - Divisional Summary and Detail

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Staff Training & Development | 39,993.85 | 45,000.00 | 45,000.00 | 51,400.00 | 6,400.00 |
| Subscriptions and Publications | 817.09 | 2,000.00 | 1,550.00 | 1,550.00 | |
| Telephone/Internet | 4,104.82 | 3,400.00 | 5,500.00 | 5,500.00 | |
| Travel | 416.74 | 11,300.00 | 11,300.00 | 17,200.00 | 5,900.00 |
| Subtotal Operating Expense | 268,299.81 | 286,900.00 | 298,250.00 | 335,750.00 | 37,500.00 |
| Total Expense | 3,539,767.65 | 3,799,800.00 | 3,716,250.00 | 3,700,050.00 | (16,200.00) |
| Surplus/(Deficit) Before Allocation | (3,469,081.05) | (3,763,400.00) | (3,695,050.00) | (3,678,850.00) | 16,200.00 |
| Allocations: Within Departments | (103,200.00) | (83,765.00) | (109,214.80) | (65,900.00) | 43,314.80 |
| Allocation:Between Departments | 251,502.38 | 258,743.00 | 242,123.17 | 346,490.00 | 104,366.83 |
| Allocation:SSE | (30,542.18) | | | | |
| Surplus/(Deficit) After Allocation | (3,586,841.25) | (3,938,378.00) | (3,827,958.37) | (3,959,440.00) | (131,481.63) |
| Surplus / (Deficit) | (\$3,586,841.25) | (\$3,938,378.00) | (\$3,827,958.37) | (\$3,959,440.00) | (\$131,481.63) |

Appendix C - Divisional Summary & Detail

Public Works Divisional Summary

CITY OF PORT COLBORNE
2024 Budget - Public Works Divisional Summary

| | Arena Operations | Drainage | Environmental Compliance | Facilities | Fleet | Parks & Trails |
|-----------------------------------|---------------------|----------------|-----------------------------|----------------|----------------|-------------------|
| Revenue | | | | | | |
| Other Revenue | | \$219,000 | | | | |
| Grant - Provincial | | 50,000 | | | | |
| Total Revenue | | 269,000 | | | | |
| Expense | | | | | | |
| Personnel Expense | | | | | | |
| Salaries and Wages - Full Time | 323,800 | 146,400 | 168,700 | 230,300 | 134,100 | 492,900 |
| Salaries and Wages - Part Time | | | | | | 192,800 |
| Salaries and Wages - Students | | | 22,800 | | | 111,200 |
| Overtime Pay | 20,000 | 4,000 | | 7,800 | 5,100 | 18,000 |
| Employee Benefits | 128,900 | 55,900 | 61,000 | 88,000 | 56,200 | 251,900 |
| Subtotal Personnel Expense | 472,700 | 206,300 | 252,500 | 326,100 | 195,400 | 1,066,800 |
| Operating Expense | | | | | | |
| Association/Membership Fees | | 500 | 2,400 | 300 | | 2,500 |
| Cleaning Supplies | 9,000 | | | | | 10,000 |
| Comm and Public Relations | | | | | | |
| Contract Services | 10,000 | | 12,500 | | | 202,000 |
| Equipment - Purchase | 10,000 | 3,000 | | 10,000 | 10,000 | 46,000 |
| Equipment - Rental | | | | | | 6,500 |
| Postage & Courier | | | | | 400 | |
| Program Supplies | 10,000 | | | | | |
| Protective & Uniform Clothing | | 500 | | 900 | | 8,000 |
| R&M - Grounds | 10,000 | | | | | 136,500 |
| R&M - Consumables and Parts | | | | | | 28,000 |
| R&M - Tree Planting | | | | | | 75,000 |
| Staff Training & Development | 5,200 | 2,200 | 3,800 | 3,600 | 4,200 | 16,300 |

| | Arena Operations | Drainage | Environmental Compliance | Facilities | Fleet | Parks & Trails |
|--|-----------------------------|-------------------|-------------------------------------|-------------------|------------------|-------------------------------|
| Subscriptions and Publications | | | | | 1,000 | |
| Telephone/Internet | | 800 | 500 | 800 | 1,000 | 1,400 |
| Travel | 5,200 | 2,200 | 3,800 | 3,600 | 1,400 | 8,150 |
| Subtotal Operating Expense | 59,400 | 9,200 | 23,000 | 19,200 | 18,000 | 540,350 |
| Total Expense | 532,100 | 215,500 | 275,500 | 345,300 | 213,400 | 1,607,150 |
| Surplus/(Deficit) Before Allocation | (532,100) | 53,500 | (275,500) | (345,300) | (213,400) | (1,607,150) |
| Allocations: Within Departments | 77,681 | 24,382 | 24,111 | (82,971) | (170,674) | 347,440 |
| Allocation:Between Departments | (593,181) | 21,353 | | (220,320) | (6,901) | 261,696 |
| Allocation:SSE | (16,600) | | | (16,030) | (26,225) | (61,379) |
| Surplus/(Deficit) After Allocation | | 7,765 | (299,611) | (25,979) | (9,600) | (2,154,907) |
| Transfer to/ (from) Reserves | | 85,000 | | | | |
| Transfer Between Funds | | (10,100) | (105,800) | (25,979) | (9,600) | (31,900) |
| Total Transfer | | 74,900 | (105,800) | (25,979) | (9,600) | (31,900) |
| Surplus / (Deficit) | | (\$67,135) | (\$193,811) | | | (\$2,123,007) |

| | Project Management | Public Works Global | Stores | Transportation | Total 2024 Public Works Budget |
|-----------------------------------|-------------------------------|------------------------------------|---------------|-----------------------|---|
| Revenue | | | | | |
| Other Revenue | | | | | \$219,000 |
| Grant - Provincial | | | | | 50,000 |
| Total Revenue | | | | | 269,000 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 557,000 | | 60,300 | 935,500 | 3,049,000 |
| Salaries and Wages - Part Time | | | | 82,000 | 274,800 |
| Salaries and Wages - Students | 22,800 | | | 51,900 | 208,700 |
| Overtime Pay | 5,000 | | 3,500 | 46,800 | 110,200 |
| Employee Benefits | 186,200 | | 25,900 | 386,700 | 1,240,700 |
| Subtotal Personnel Expense | 771,000 | | 89,700 | 1,502,900 | 4,883,400 |
| Operating Expense | | | | | |
| Association/Membership Fees | 2,500 | | | 3,000 | 11,200 |
| Cleaning Supplies | | | | | 19,000 |
| Comm and Public Relations | 2,000 | | | 1,000 | 3,000 |
| Contract Services | | | | 1,180,100 | 1,404,600 |
| Equipment - Purchase | | | | 10,000 | 89,000 |
| Equipment - Rental | | | | | 6,500 |
| Postage & Courier | | | | | 400 |
| Program Supplies | | | | | 10,000 |
| Protective & Uniform Clothing | | | | | 9,400 |
| R&M - Grounds | | | | | 146,500 |
| R&M - Consumables and Parts | 500 | | 5,000 | 284,000 | 317,500 |
| R&M - Tree Planting | | | | 125,000 | 200,000 |
| Staff Training & Development | 8,800 | | 1,800 | 20,700 | 66,600 |

| | Project Management | Public Works Global | Stores | Transportation | Total 2024 Public Works Budget |
|--|-------------------------------|------------------------------------|-------------------|-----------------------|---|
| Subscriptions and Publications | 900 | | | | 1,900 |
| Telephone/Internet | 2,600 | | | 4,800 | 11,900 |
| Travel | 8,800 | | | 10,400 | 43,550 |
| Subtotal Operating Expense | 26,100 | | 6,800 | 1,639,000 | 2,341,050 |
| Total Expense | 797,100 | | 96,500 | 3,141,900 | 7,224,450 |
| Surplus/(Deficit) Before Allocation | (797,100) | | (96,500) | (3,141,900) | (6,955,450) |
| Allocations: Within Departments | 81,755 | | 21,545 | 308,220 | 631,489 |
| Allocation:Between Departments | 93,665 | | | 476,955 | 33,267 |
| Allocation:SSE | | | | | (120,234) |
| Surplus/(Deficit) After Allocation | (972,520) | | (118,045) | (3,927,075) | (7,499,972) |
| Transfer to/ (from) Reserves | | | | | 85,000 |
| Transfer Between Funds | (195,000) | | (25,900) | | (404,279) |
| Total Transfer | (195,000) | | (25,900) | | (319,279) |
| Surplus / (Deficit) | (\$777,520) | | (\$92,145) | (\$3,927,075) | (\$7,180,693) |

City of Port Colborne 2024 Operating Budget

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Advertising and Sponsorship | \$1,450.00 | | \$500.00 | | (\$500.00) |
| Donations | (1,147.14) | | | | |
| Other Revenue | 210,283.88 | 233,000.00 | 222,000.00 | 225,000.00 | 3,000.00 |
| Fees | 40,210.75 | 6,100.00 | | | |
| Grants - Other | 2,100.00 | 10,000.00 | | | |
| Grant - Provincial | 60,653.99 | 55,000.00 | 50,000.00 | 50,000.00 | |
| Total Revenue | 313,551.48 | 304,100.00 | 272,500.00 | 275,000.00 | 2,500.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 3,082,012.99 | 2,891,700.00 | 3,228,900.00 | 3,408,900.00 | 180,000.00 |
| Salaries and Wages - Part Time | 307,212.41 | 251,800.00 | 109,300.00 | 274,800.00 | 165,500.00 |
| Salaries and Wages - Students | 142,434.77 | 179,200.00 | 175,800.00 | 208,700.00 | 32,900.00 |
| Overtime Pay | 189,721.44 | 111,500.00 | 105,500.00 | 113,200.00 | 7,700.00 |
| Employee Benefits | 1,100,302.78 | 1,069,500.00 | 1,185,200.00 | 1,359,000.00 | 173,800.00 |
| Subtotal Personnel Expense | 4,821,684.39 | 4,503,700.00 | 4,804,700.00 | 5,364,600.00 | 559,900.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 9,750.33 | 10,800.00 | 14,450.00 | 13,200.00 | (1,250.00) |
| Cleaning Supplies | 5,650.64 | 10,000.00 | 7,000.00 | 19,000.00 | 12,000.00 |
| Comm and Public Relations | 4,099.61 | 3,000.00 | 3,000.00 | 3,000.00 | |
| Computer Software | | | 1,000.00 | | (1,000.00) |
| Contract Services | 213,038.09 | 1,313,600.00 | 1,015,500.00 | 1,404,600.00 | 389,100.00 |
| Equipment - Purchase | 105,130.75 | 79,000.00 | 103,300.00 | 89,000.00 | (14,300.00) |
| Equipment - Rental | 31,476.45 | 30,500.00 | 47,100.00 | 6,500.00 | (40,600.00) |
| Hospitality Expense | 5,086.53 | 7,500.00 | 6,900.00 | 7,500.00 | 600.00 |
| Office Supplies | 11,205.66 | 14,000.00 | 15,600.00 | 14,000.00 | (1,600.00) |
| Postage & Courier | 362.40 | 500.00 | 600.00 | 500.00 | (100.00) |
| Program Supplies | 17,335.38 | 5,000.00 | 30,000.00 | 15,000.00 | (15,000.00) |
| Protective & Uniform Clothing | 25,698.85 | 20,300.00 | 22,700.00 | 21,300.00 | (1,400.00) |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| R&M - Grounds | 133,830.02 | 136,500.00 | 114,000.00 | 146,500.00 | 32,500.00 |
| R&M - Trails | 87,166.53 | | 113,800.00 | | (113,800.00) |
| R&M - Consumables and Parts | 306,692.55 | 317,500.00 | 277,125.00 | 317,500.00 | 40,375.00 |
| R&M - External Contractor | 761,963.40 | | | | |
| R&M - Playground | 13,986.96 | | 20,000.00 | | (20,000.00) |
| R&M - Tree Planting | 16,627.53 | 25,600.00 | 21,200.00 | 200,000.00 | 178,800.00 |
| Staff Training & Development | 51,423.22 | 66,900.00 | 76,000.00 | 72,000.00 | (4,000.00) |
| SME - Consultants | 63,735.26 | 80,000.00 | 80,000.00 | 100,000.00 | 20,000.00 |
| Subscriptions and Publications | 1,536.32 | 1,900.00 | 2,400.00 | 1,900.00 | (500.00) |
| Telephone/Internet | 22,602.10 | 13,500.00 | 10,250.00 | 17,400.00 | 7,150.00 |
| Travel | 440.34 | 35,500.00 | 26,300.00 | 48,950.00 | 22,650.00 |
| City Owned Property Drainage Charges | 53,722.59 | | | | |
| Subtotal Operating Expense | 1,942,561.51 | 2,171,600.00 | 2,008,225.00 | 2,497,850.00 | 489,625.00 |
| Total Expense | 6,764,245.90 | 6,675,300.00 | 6,812,925.00 | 7,862,450.00 | 1,049,525.00 |
| Surplus/(Deficit) Before Allocation | (6,450,694.42) | (6,371,200.00) | (6,540,425.00) | (7,587,450.00) | (1,047,025.00) |
| Allocation:Between Departments | 765,526.19 | 746,029.00 | 782,652.57 | 171,556.00 | (611,096.57) |
| Allocation:SSE | (65,703.12) | (26,458.00) | (103,054.02) | (120,234.00) | (17,179.98) |
| Surplus/(Deficit) After Allocation | (7,150,517.49) | (7,090,771.00) | (7,220,023.55) | (7,638,772.00) | (418,748.45) |
| Transfer to/ (from) Reserves | 31,277.41 | 85,000.00 | 85,000.00 | 85,000.00 | |
| Transfer Between Funds | (363,664.85) | (399,792.00) | (486,588.09) | (543,079.00) | (56,490.91) |
| Total Transfer | (332,387.44) | (314,792.00) | (401,588.09) | (458,079.00) | (56,490.91) |
| Surplus / (Deficit) | (\$6,818,130.05) | (\$6,775,979.00) | (\$6,818,435.46) | (\$7,180,693.00) | (\$362,257.54) |

Appendix C - Divisional Summary & Detail

Public Works Divisional Detail

City of Port Colborne
2024 Operating Budget

Public Works - Global

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Advertising and Sponsorship | \$1,450.00 | | \$500.00 | | (\$500.00) |
| Other Revenue | 6,201.75 | 7,500.00 | 3,000.00 | 6,000.00 | 3,000.00 |
| Total Revenue | 7,651.75 | 7,500.00 | 3,500.00 | 6,000.00 | 2,500.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 233,371.90 | 232,500.00 | 400,800.00 | 359,900.00 | (40,900.00) |
| Salaries and Wages - Students | | | 5,200.00 | | (5,200.00) |
| Overtime Pay | 751.28 | 3,000.00 | 3,600.00 | 3,000.00 | (600.00) |
| Employee Benefits | 67,345.37 | 66,200.00 | 127,600.00 | 118,300.00 | (9,300.00) |
| Subtotal Personnel Expense | 301,468.55 | 301,700.00 | 537,200.00 | 481,200.00 | (56,000.00) |
| Operating Expense | | | | | |
| Association/Membership Fees | 5,348.57 | 2,000.00 | 4,000.00 | 2,000.00 | (2,000.00) |
| Hospitality Expense | 4,960.53 | 7,500.00 | 6,900.00 | 7,500.00 | 600.00 |
| Office Supplies | 11,205.66 | 14,000.00 | 15,600.00 | 14,000.00 | (1,600.00) |
| Postage & Courier | 23.63 | 100.00 | 100.00 | 100.00 | |
| Program Supplies | 7,297.20 | 5,000.00 | 5,000.00 | 5,000.00 | |
| Protective & Uniform Clothing | 13,597.01 | 11,900.00 | 11,900.00 | 11,900.00 | |
| Staff Training & Development | 7,169.38 | 5,400.00 | 6,100.00 | 5,400.00 | (700.00) |
| SME - Consultants | 56,845.68 | 80,000.00 | 80,000.00 | 100,000.00 | 20,000.00 |
| Subscriptions and Publications | | | 500.00 | | (500.00) |
| Telephone/Internet | 6,360.78 | 5,000.00 | 1,840.00 | 5,500.00 | 3,660.00 |
| Travel | 82.44 | 5,400.00 | 6,100.00 | 5,400.00 | (700.00) |
| Subtotal Operating Expense | 112,890.88 | 136,300.00 | 138,040.00 | 156,800.00 | 18,760.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|---------------------|---------------------|---------------------|---------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Total Expense | 414,359.43 | 438,000.00 | 675,240.00 | 638,000.00 | (37,240.00) |
| Surplus/(Deficit) Before Allocation | (406,707.68) | (430,500.00) | (671,740.00) | (632,000.00) | 39,740.00 |
| Allocations: Within Departments | (319,692.43) | (320,922.00) | (487,034.77) | (631,489.00) | (144,454.23) |
| Allocation: Between Departments | (700.00) | | | 138,289.00 | 138,289.00 |
| Surplus/(Deficit) After Allocation | (86,315.25) | (109,578.00) | (184,705.23) | (138,800.00) | 45,905.23 |
| Transfer Between Funds | (86,315.25) | (109,578.00) | (184,705.23) | (138,800.00) | 45,905.23 |
| Total Transfer | (86,315.25) | (109,578.00) | (184,705.23) | (138,800.00) | 45,905.23 |

City of Port Colborne 2024 Operating Budget

| | 2022 | Parks 2023 | 2023 | 2024 | Variance |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Donations | (\$1,147.14) | | | | |
| Other Revenue | | 2,900.00 | | | |
| Fees | 25,035.09 | 6,100.00 | | | |
| Grants - Other | 2,100.00 | 10,000.00 | | | |
| Grant - Provincial | 10,242.32 | | | | |
| Total Revenue | 36,230.27 | 19,000.00 | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 578,166.43 | 670,000.00 | 640,500.00 | 492,900.00 | (147,600.00) |
| Salaries and Wages - Part Time | 147,092.42 | 161,500.00 | 109,300.00 | 192,800.00 | 83,500.00 |
| Salaries and Wages - Students | 80,582.51 | 89,000.00 | 95,800.00 | 111,200.00 | 15,400.00 |
| Overtime Pay | 56,681.51 | 26,100.00 | 26,100.00 | 18,000.00 | (8,100.00) |
| Employee Benefits | 234,957.04 | 272,100.00 | 267,500.00 | 251,900.00 | (15,600.00) |
| Subtotal Personnel Expense | 1,097,479.91 | 1,218,700.00 | 1,139,200.00 | 1,066,800.00 | (72,400.00) |
| Operating Expense | | | | | |
| Association/Membership Fees | 725.97 | 2,000.00 | 2,500.00 | 2,500.00 | |
| Cleaning Supplies | 5,650.64 | 10,000.00 | 7,000.00 | 10,000.00 | 3,000.00 |
| Contract Services | 301.21 | 182,000.00 | 47,500.00 | 202,000.00 | 154,500.00 |
| Equipment - Purchase | 68,802.81 | 46,000.00 | 83,800.00 | 46,000.00 | (37,800.00) |
| Equipment - Rental | 31,476.45 | 30,000.00 | 47,100.00 | 6,500.00 | (40,600.00) |
| Hospitality Expense | 126.00 | | | | |
| Postage & Courier | 205.64 | | | | |
| Protective & Uniform Clothing | 11,737.99 | 7,500.00 | 7,500.00 | 8,000.00 | 500.00 |
| R&M - Grounds | 133,830.02 | 136,500.00 | 114,000.00 | 136,500.00 | 22,500.00 |
| R&M - Trails | 87,166.53 | | 113,800.00 | | (113,800.00) |
| R&M - Consumables and Parts | | 28,000.00 | | 28,000.00 | 28,000.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|-------------------------|------------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| R&M - External Contractor | 88,901.23 | | | | |
| R&M - Playground | 13,986.96 | | 20,000.00 | | (20,000.00) |
| R&M - Tree Planting | 9,824.47 | 15,600.00 | 15,600.00 | 75,000.00 | 59,400.00 |
| Staff Training & Development | 2,603.11 | 16,300.00 | 21,100.00 | 16,300.00 | (4,800.00) |
| Telephone/Internet | 3,843.46 | 1,400.00 | 500.00 | 1,400.00 | 900.00 |
| Travel | 33.09 | 6,000.00 | 4,200.00 | 8,150.00 | 3,950.00 |
| Subtotal Operating Expense | 459,215.58 | 481,300.00 | 484,600.00 | 540,350.00 | 55,750.00 |
| Total Expense | 1,556,695.49 | 1,700,000.00 | 1,623,800.00 | 1,607,150.00 | (16,650.00) |
| Surplus/(Deficit) Before Allocation | (1,520,465.22) | (1,681,000.00) | (1,623,800.00) | (1,607,150.00) | 16,650.00 |
| Allocations: Within Departments | 213,443.10 | 194,837.00 | 253,587.79 | 347,440.00 | 93,852.21 |
| Allocation:Between Departments | 272,880.97 | 281,426.00 | 319,315.08 | 261,696.00 | (57,619.08) |
| Allocation:SSE | (17,874.43) | 11,105.00 | (57,778.50) | (61,379.00) | (3,600.50) |
| Surplus/(Deficit) After Allocation | (1,988,914.86) | (2,168,368.00) | (2,138,924.37) | (2,154,907.00) | (15,982.63) |
| Transfer Between Funds | | | | (31,900.00) | (31,900.00) |
| Total Transfer | | | | (31,900.00) | (31,900.00) |
| Surplus / (Deficit) | (\$1,988,914.86) | (\$2,168,368.00) | (\$2,138,924.37) | (\$2,123,007.00) | \$15,917.37 |

**City of Port Colborne
2024 Operating Budget**

Project Management

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| <hr/> | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | \$462,934.60 | \$414,000.00 | \$345,200.00 | \$557,000.00 | \$211,800.00 |
| Salaries and Wages - Part Time | 63.53 | | | | |
| Salaries and Wages - Students | 29,121.57 | | 21,600.00 | 22,800.00 | 1,200.00 |
| Overtime Pay | 14,278.57 | 10,000.00 | 15,200.00 | 5,000.00 | (10,200.00) |
| Employee Benefits | 154,660.24 | 130,500.00 | 103,900.00 | 186,200.00 | 82,300.00 |
| Subtotal Personnel Expense | 661,058.51 | 554,500.00 | 485,900.00 | 771,000.00 | 285,100.00 |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Association/Membership Fees | 1,613.44 | 2,500.00 | 2,500.00 | 2,500.00 | |
| Comm and Public Relations | | 2,000.00 | 2,000.00 | 2,000.00 | |
| R&M - Consumables and Parts | 297.72 | 500.00 | 100.00 | 500.00 | 400.00 |
| Staff Training & Development | 11,190.15 | 5,500.00 | 5,500.00 | 8,800.00 | 3,300.00 |
| SME - Consultants | 6,889.58 | | | | |
| Subscriptions and Publications | 648.72 | 900.00 | 900.00 | 900.00 | |
| Telephone/Internet | 3,706.96 | 2,000.00 | 1,170.00 | 2,600.00 | 1,430.00 |
| Travel | 40.11 | 5,500.00 | 5,500.00 | 8,800.00 | 3,300.00 |
| Subtotal Operating Expense | 24,386.68 | 18,900.00 | 17,670.00 | 26,100.00 | 8,430.00 |
| <hr/> | | | | | |
| Total Expense | 685,445.19 | 573,400.00 | 503,570.00 | 797,100.00 | 293,530.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|-----------------------|------------------------|------------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (685,445.19) | (573,400.00) | (503,570.00) | (797,100.00) | (293,530.00) |
| Allocations: Within Departments | 49,546.98 | 40,888.00 | 55,151.88 | 81,755.00 | 26,603.12 |
| Allocation:Between Departments | 89,630.09 | 91,154.00 | 90,720.18 | 93,665.00 | 2,944.82 |
| Surplus/(Deficit) After Allocation | (824,622.26) | (705,442.00) | (649,442.06) | (972,520.00) | (323,077.94) |
| Transfer Between Funds | (116,433.05) | (126,000.00) | (126,000.00) | (195,000.00) | (69,000.00) |
| Total Transfer | (116,433.05) | (126,000.00) | (126,000.00) | (195,000.00) | (69,000.00) |
| Surplus / (Deficit) | (\$708,189.21) | (\$579,442.00) | (\$523,442.06) | (\$777,520.00) | (\$254,077.94) |

**City of Port Colborne
2024 Operating Budget**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|
| | | Drainage | | Proposed | (2024 Budget |
| | Actual | Forecast | Budget | Budget | - 2023 Budget) |
| Revenue | | | | | |
| Other Revenue | \$204,082.13 | \$219,000.00 | \$219,000.00 | \$219,000.00 | |
| Grant - Provincial | 50,411.67 | 55,000.00 | 50,000.00 | 50,000.00 | |
| Total Revenue | 254,493.80 | 274,000.00 | 269,000.00 | 269,000.00 | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 204,810.61 | 159,200.00 | 215,200.00 | 146,400.00 | (68,800.00) |
| Overtime Pay | 2,385.77 | 5,000.00 | | 4,000.00 | 4,000.00 |
| Employee Benefits | 63,701.78 | 56,000.00 | 78,300.00 | 55,900.00 | (22,400.00) |
| Subtotal Personnel Expense | 270,898.16 | 220,200.00 | 293,500.00 | 206,300.00 | (87,200.00) |
| Operating Expense | | | | | |
| Association/Membership Fees | 370.00 | 500.00 | 750.00 | 500.00 | (250.00) |
| Equipment - Purchase | 3,794.04 | 3,000.00 | 3,000.00 | 3,000.00 | |
| Equipment - Rental | | 500.00 | | | |
| Protective & Uniform Clothing | | | 1,500.00 | 500.00 | (1,000.00) |
| Staff Training & Development | 2,970.95 | 2,200.00 | 4,400.00 | 2,200.00 | (2,200.00) |
| Telephone/Internet | 1,269.06 | 600.00 | 880.00 | 800.00 | (80.00) |
| Travel | 21.60 | 2,200.00 | 2,200.00 | 2,200.00 | |
| City Owned Property Drainage Charges | 53,722.59 | | | | |
| Subtotal Operating Expense | 62,148.24 | 9,000.00 | 12,730.00 | 9,200.00 | (3,530.00) |
| Total Expense | 333,046.40 | 229,200.00 | 306,230.00 | 215,500.00 | (90,730.00) |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|----------------------|-----------------------|----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (78,552.60) | 44,800.00 | (37,230.00) | 53,500.00 | 90,730.00 |
| Allocations: Within Departments | 27,951.20 | 16,497.00 | 29,533.49 | 24,382.00 | (5,151.49) |
| Allocation:Between Departments | 111,544.20 | 29,409.00 | 82,644.98 | 21,353.00 | (61,291.98) |
| Surplus/(Deficit) After Allocation | (218,048.00) | (1,106.00) | (149,408.47) | 7,765.00 | 157,173.47 |
| Transfer to/ (from) Reserves | 31,277.41 | 85,000.00 | 85,000.00 | 85,000.00 | |
| Transfer Between Funds | 11,579.70 | | | (10,100.00) | (10,100.00) |
| Total Transfer | 42,857.11 | 85,000.00 | 85,000.00 | 74,900.00 | (10,100.00) |
| Surplus / (Deficit) | (\$260,905.11) | (\$86,106.00) | (\$234,408.47) | (\$67,135.00) | \$167,273.47 |

**City of Port Colborne
2024 Operating Budget**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| <hr/> | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | \$157,828.90 | \$162,700.00 | \$109,500.00 | \$168,700.00 | \$59,200.00 |
| Salaries and Wages - Students | 9,802.52 | 10,200.00 | 5,300.00 | 22,800.00 | 17,500.00 |
| Overtime Pay | 17.42 | | | | |
| Employee Benefits | 50,230.78 | 53,700.00 | 27,900.00 | 61,000.00 | 33,100.00 |
| Subtotal Personnel Expense | 217,879.62 | 226,600.00 | 142,700.00 | 252,500.00 | 109,800.00 |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Association/Membership Fees | 953.61 | 500.00 | 2,400.00 | 2,400.00 | |
| Contract Services | 7,882.76 | 12,500.00 | 12,500.00 | 12,500.00 | |
| Staff Training & Development | 3,511.25 | 2,900.00 | 2,900.00 | 3,800.00 | 900.00 |
| Telephone/Internet | 718.44 | 500.00 | 290.00 | 500.00 | 210.00 |
| Travel | 51.68 | 2,500.00 | 1,800.00 | 3,800.00 | 2,000.00 |
| Subtotal Operating Expense | 13,117.74 | 18,900.00 | 19,890.00 | 23,000.00 | 3,110.00 |
| <hr/> | | | | | |
| Total Expense | 230,997.36 | 245,500.00 | 162,590.00 | 275,500.00 | 112,910.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|----------------------|-----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (230,997.36) | (245,500.00) | (162,590.00) | (275,500.00) | (112,910.00) |
| Allocations: Within Departments | 11,630.87 | 12,631.00 | 12,893.37 | 24,111.00 | 11,217.63 |
| Allocation:Between Departments | 1,576.53 | | 1,305.74 | | (1,305.74) |
| Surplus/(Deficit) After Allocation | (244,204.76) | (258,131.00) | (176,789.11) | (299,611.00) | (122,821.89) |
| Transfer Between Funds | (80,763.85) | (87,400.00) | (87,400.00) | (105,800.00) | (18,400.00) |
| Total Transfer | (80,763.85) | (87,400.00) | (87,400.00) | (105,800.00) | (18,400.00) |
| Surplus / (Deficit) | (\$163,440.91) | (\$170,731.00) | (\$89,389.11) | (\$193,811.00) | (\$104,421.89) |

**City of Port Colborne
2024 Operating Budget**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | \$252,455.72 | \$178,400.00 | \$243,300.00 | \$230,300.00 | (\$13,000.00) |
| Overtime Pay | 29,414.74 | 12,000.00 | 15,400.00 | 7,800.00 | (7,600.00) |
| Employee Benefits | 83,948.74 | 70,500.00 | 92,300.00 | 88,000.00 | (4,300.00) |
| Subtotal Personnel Expense | 365,819.20 | 260,900.00 | 351,000.00 | 326,100.00 | (24,900.00) |
| Operating Expense | | | | | |
| Association/Membership Fees | 362.23 | 300.00 | 300.00 | 300.00 | |
| Equipment - Purchase | 692.29 | 10,000.00 | 1,500.00 | 10,000.00 | 8,500.00 |
| Protective & Uniform Clothing | 363.85 | 900.00 | 1,800.00 | 900.00 | (900.00) |
| Staff Training & Development | 1,663.58 | 3,600.00 | 4,900.00 | 3,600.00 | (1,300.00) |
| Telephone/Internet | 2,584.91 | 700.00 | 1,170.00 | 800.00 | (370.00) |
| Travel | | 2,500.00 | 2,500.00 | 3,600.00 | 1,100.00 |
| Subtotal Operating Expense | 5,666.86 | 18,000.00 | 12,170.00 | 19,200.00 | 7,030.00 |
| Total Expense | 371,486.06 | 278,900.00 | 363,170.00 | 345,300.00 | (17,870.00) |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|---------------------|---------------------|---------------------|------------------------|------------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (371,486.06) | (278,900.00) | (363,170.00) | (345,300.00) | 17,870.00 |
| Allocations: Within Departments | (43,099.13) | (31,117.00) | (31,968.19) | (82,971.00) | (51,002.81) |
| Allocation:Between Departments | (280,163.64) | (211,264.00) | (282,386.81) | (220,320.00) | 62,066.81 |
| Allocation:SSE | (20,093.87) | (15,217.00) | (20,340.44) | (16,030.00) | 4,310.44 |
| Surplus/(Deficit) After Allocation | (28,129.42) | (21,302.00) | (28,474.56) | (25,979.00) | 2,495.56 |
| Transfer Between Funds | (28,129.42) | (21,302.00) | (28,474.56) | (25,979.00) | 2,495.56 |
| Total Transfer | (28,129.42) | (21,302.00) | (28,474.56) | (25,979.00) | 2,495.56 |

**City of Port Colborne
2024 Operating Budget**

| | 2022 | Fleet 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| <hr/> | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | \$175,747.78 | \$178,700.00 | \$168,800.00 | \$134,100.00 | (\$34,700.00) |
| Salaries and Wages - Part Time | 24,475.52 | | | | |
| Overtime Pay | 22,145.13 | 5,100.00 | 7,700.00 | 5,100.00 | (2,600.00) |
| Employee Benefits | 63,318.49 | 57,300.00 | 63,300.00 | 56,200.00 | (7,100.00) |
| Subtotal Personnel Expense | 285,686.92 | 241,100.00 | 239,800.00 | 195,400.00 | (44,400.00) |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Equipment - Purchase | 26,824.04 | 10,000.00 | 10,000.00 | 10,000.00 | |
| Postage & Courier | 133.13 | 400.00 | 500.00 | 400.00 | (100.00) |
| Program Supplies | 10,038.18 | | 25,000.00 | | (25,000.00) |
| Staff Training & Development | 2,117.32 | 4,200.00 | 2,600.00 | 4,200.00 | 1,600.00 |
| Subscriptions and Publications | 887.60 | 1,000.00 | 1,000.00 | 1,000.00 | |
| Telephone/Internet | 1,130.19 | 1,400.00 | 600.00 | 1,000.00 | 400.00 |
| Travel | 120.42 | 1,400.00 | 2,600.00 | 1,400.00 | (1,200.00) |
| Subtotal Operating Expense | 41,250.88 | 18,400.00 | 42,300.00 | 18,000.00 | (24,300.00) |
| <hr/> | | | | | |
| Total Expense | 326,937.80 | 259,500.00 | 282,100.00 | 213,400.00 | (68,700.00) |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|---------------------|---------------------|---------------------|------------------------|------------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (326,937.80) | (259,500.00) | (282,100.00) | (213,400.00) | 68,700.00 |
| Allocations: Within Departments | (239,133.39) | (192,461.00) | (207,294.75) | (170,674.00) | 36,620.75 |
| Allocation:Between Departments | (11,898.62) | (5,881.00) | (6,561.87) | (6,901.00) | (339.13) |
| Allocation:SSE | (27,734.82) | (22,346.00) | (24,935.08) | (26,225.00) | (1,289.92) |
| Surplus/(Deficit) After Allocation | (48,170.97) | (38,812.00) | (43,308.30) | (9,600.00) | 33,708.30 |
| Transfer Between Funds | (48,170.97) | (38,812.00) | (43,308.30) | (9,600.00) | 33,708.30 |
| Total Transfer | (48,170.97) | (38,812.00) | (43,308.30) | (9,600.00) | 33,708.30 |

City of Port Colborne 2024 Operating Budget

| | 2022 | Stores 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | \$96,023.78 | \$85,400.00 | \$68,500.00 | \$60,300.00 | (\$8,200.00) |
| Salaries and Wages - Part Time | 12,223.16 | 23,300.00 | | | |
| Overtime Pay | 558.93 | 3,500.00 | 3,500.00 | 3,500.00 | |
| Employee Benefits | 35,397.13 | 29,000.00 | 27,100.00 | 25,900.00 | (1,200.00) |
| Subtotal Personnel Expense | 144,203.00 | 141,200.00 | 99,100.00 | 89,700.00 | (9,400.00) |
| Operating Expense | | | | | |
| R&M - Consumables and Parts | 14,197.36 | 5,000.00 | 3,000.00 | 5,000.00 | 2,000.00 |
| Staff Training & Development | 696.39 | 1,800.00 | 1,800.00 | 1,800.00 | |
| Telephone/Internet | | | 500.00 | | (500.00) |
| Travel | | | 400.00 | | (400.00) |
| Subtotal Operating Expense | 14,893.75 | 6,800.00 | 5,700.00 | 6,800.00 | 1,100.00 |
| Total Expense | 159,096.75 | 148,000.00 | 104,800.00 | 96,500.00 | (8,300.00) |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-----------------------|-----------------------|----------------------|----------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (159,096.75) | (148,000.00) | (104,800.00) | (96,500.00) | 8,300.00 |
| Allocations: Within Departments | 8,010.63 | 7,615.00 | 8,310.62 | 21,545.00 | 13,234.38 |
| Allocation:Between Departments | (4,100.00) | | | | |
| Surplus/(Deficit) After Allocation | (163,007.38) | (155,615.00) | (113,110.62) | (118,045.00) | (4,934.38) |
| Transfer Between Funds | (15,432.01) | (16,700.00) | (16,700.00) | (25,900.00) | (9,200.00) |
| Total Transfer | (15,432.01) | (16,700.00) | (16,700.00) | (25,900.00) | (9,200.00) |
| Surplus / (Deficit) | (\$147,575.37) | (\$138,915.00) | (\$96,410.62) | (\$92,145.00) | \$4,265.62 |

**City of Port Colborne
2024 Operating Budget**

Transportation

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|---------------------|---------------------|---------------------|----------------------------|--|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Other Revenue | | \$3,600.00 | | | |
| Fees | 15,175.66 | | | | |
| Total Revenue | 15,175.66 | 3,600.00 | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 920,673.27 | 810,800.00 | 1,037,100.00 | 935,500.00 | (101,600.00) |
| Salaries and Wages - Part Time | 123,357.78 | 67,000.00 | | 82,000.00 | 82,000.00 |
| Salaries and Wages - Students | 22,928.17 | 80,000.00 | 47,900.00 | 51,900.00 | 4,000.00 |
| Overtime Pay | 63,488.09 | 46,800.00 | 34,000.00 | 46,800.00 | 12,800.00 |
| Employee Benefits | 346,743.21 | 334,200.00 | 397,300.00 | 386,700.00 | (10,600.00) |
| Subtotal Personnel Expense | 1,477,190.52 | 1,338,800.00 | 1,516,300.00 | 1,502,900.00 | (13,400.00) |
| Operating Expense | | | | | |
| Association/Membership Fees | 376.51 | 3,000.00 | 2,000.00 | 3,000.00 | 1,000.00 |
| Comm and Public Relations | 4,099.61 | 1,000.00 | 1,000.00 | 1,000.00 | |
| Computer Software | | | 1,000.00 | | (1,000.00) |
| Contract Services | 204,854.12 | 1,119,100.00 | 955,500.00 | 1,180,100.00 | 224,600.00 |
| Equipment - Purchase | 5,017.57 | 10,000.00 | 5,000.00 | 10,000.00 | 5,000.00 |
| R&M - Consumables and Parts | 292,197.47 | 284,000.00 | 274,025.00 | 284,000.00 | 9,975.00 |
| R&M - External Contractor | 673,062.17 | | | | |
| R&M - Tree Planting | 6,803.06 | 10,000.00 | 5,600.00 | 125,000.00 | 119,400.00 |
| Staff Training & Development | 19,501.09 | 25,000.00 | 26,700.00 | 20,700.00 | (6,000.00) |
| Telephone/Internet | 2,988.30 | 1,900.00 | 3,300.00 | 4,800.00 | 1,500.00 |
| Travel | 91.00 | 10,000.00 | 1,000.00 | 10,400.00 | 9,400.00 |
| Subtotal Operating Expense | 1,208,990.90 | 1,464,000.00 | 1,275,125.00 | 1,639,000.00 | 363,875.00 |
| Total Expense | 2,686,181.42 | 2,802,800.00 | 2,791,425.00 | 3,141,900.00 | 350,475.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------------|-------------------------|-------------------------|-------------------------|------------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Surplus/(Deficit) Before Allocation | (2,671,005.76) | (2,799,200.00) | (2,791,425.00) | (3,141,900.00) | (350,475.00) |
| Allocations: Within Departments | 291,342.17 | 272,032.00 | 366,820.56 | 308,220.00 | (58,600.56) |
| Allocation:Between Departments | 586,756.66 | 561,185.00 | 577,615.27 | 476,955.00 | (100,660.27) |
| Surplus/(Deficit) After Allocation | (3,549,104.59) | (3,632,417.00) | (3,735,860.83) | (3,927,075.00) | (191,214.17) |
| Surplus / (Deficit) | (\$3,549,104.59) | (\$3,632,417.00) | (\$3,735,860.83) | (\$3,927,075.00) | (\$191,214.17) |

**City of Port Colborne
2024 Operating Budget**

Arena Operation

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|--------|----------|--------|---------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| <hr/> | | | | | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | | | | \$323,800.00 | \$323,800.00 |
| Overtime Pay | | | | 20,000.00 | 20,000.00 |
| Employee Benefits | | | | 128,900.00 | 128,900.00 |
| Subtotal Personnel Expense | | | | 472,700.00 | 472,700.00 |
| Operating Expense | | | | | |
| Cleaning Supplies | | | | 9,000.00 | 9,000.00 |
| Contract Services | | | | 10,000.00 | 10,000.00 |
| Equipment - Purchase | | | | 10,000.00 | 10,000.00 |
| Program Supplies | | | | 10,000.00 | 10,000.00 |
| R&M - Grounds | | | | 10,000.00 | 10,000.00 |
| Staff Training & Development | | | | 5,200.00 | 5,200.00 |
| Travel | | | | 5,200.00 | 5,200.00 |
| Subtotal Operating Expense | | | | 59,400.00 | 59,400.00 |
| Total Expense | | | | 532,100.00 | 532,100.00 |
| Surplus/(Deficit) Before Allocation | | | | (532,100.00) | (532,100.00) |
| Allocations: Within Departments | | | | 77,681.00 | 77,681.00 |
| Allocation:Between Departments | | | | (593,181.00) | (593,181.00) |
| Allocation:SSE | | | | (16,600.00) | (16,600.00) |

Appendix C - Divisional Summary & Detail

Niagara South Coast Tourism Association (NSCTA) Divisional Detail

**City of Port Colborne
2024 Operating Budget**

| | 2022 | NSCTA 2023 | 2023 | 2024 Proposed Budget | Variance (2024 Budget - 2023 Budget) |
|--|--------------------|--------------------|--------------------|----------------------------|--|
| | Actual | Forecast | Budget | | |
| Revenue | | | | | |
| Other Revenue | \$68.40 | | | | |
| Fees | | | 2,000.00 | 2,000.00 | |
| Grants - Other | | 17,600.00 | | | |
| Grant - Federal | | 4,900.00 | | | |
| Grant - Provincial | 3,689.00 | 2,300.00 | | | |
| Total Revenue | 3,757.40 | 24,800.00 | 2,000.00 | 2,000.00 | |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 4,036.48 | | | | |
| Subtotal Personnel Expense | 4,036.48 | | | | |
| Operating Expense | | | | | |
| Contract Services | 39,853.66 | 63,600.00 | 47,000.00 | 32,000.00 | (15,000.00) |
| R&M - Consumables and Parts | | 1,100.00 | | | |
| SME - Audit and Actuary | 11,295.36 | 4,700.00 | | | |
| Subject Matter Experts - Legal | 12,102.21 | 200.00 | | | |
| Telephone/Internet | | 200.00 | | | |
| Subtotal Operating Expense | 63,251.23 | 69,800.00 | 47,000.00 | 32,000.00 | (15,000.00) |
| Total Expense | 67,287.71 | 69,800.00 | 47,000.00 | 32,000.00 | (15,000.00) |
| Surplus/(Deficit) Before Allocation | (63,530.31) | (45,000.00) | (45,000.00) | (30,000.00) | 15,000.00 |
| Surplus/(Deficit) After Allocation | (63,530.31) | (45,000.00) | (45,000.00) | (30,000.00) | 15,000.00 |
| Transfer Between Funds | (63,530.31) | (45,000.00) | (45,000.00) | (30,000.00) | 15,000.00 |
| Total Transfer | (63,530.31) | (45,000.00) | (45,000.00) | (30,000.00) | 15,000.00 |

Appendix C - Divisional Summary & Detail

Library Divisional Detail

**City of Port Colborne
2024 Operating Budget**

| | 2022 | Library 2023 | 2023 | 2024 Proposed Budget | Variance (2024 Budget - 2023 Budget) |
|-----------------------------------|-------------------|-------------------|-------------------|----------------------------|--|
| | Actual | Forecast | Budget | | |
| Revenue | | | | | |
| Donations | \$5,753.03 | \$6,000.00 | \$4,600.00 | \$4,800.00 | \$200.00 |
| Rentals | 239.12 | 600.00 | 300.00 | 650.00 | 350.00 |
| Other Revenue | 190.73 | 35.00 | | | |
| Fees | 4,001.96 | 6,500.00 | 2,900.00 | 3,500.00 | 600.00 |
| Grants - Other | 292.00 | 2,352.00 | | | |
| Grant - Provincial | 38,328.00 | 38,300.00 | 38,300.00 | 38,300.00 | |
| Sales | 1,021.11 | 3,000.00 | | | |
| Total Revenue | 49,825.95 | 56,787.00 | 46,100.00 | 47,250.00 | 1,150.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 416,315.14 | 438,900.00 | 442,300.00 | 451,200.00 | 8,900.00 |
| Salaries and Wages - Part Time | 66,992.78 | 65,700.00 | 68,400.00 | 69,900.00 | 1,500.00 |
| Overtime Pay | 774.49 | 90.00 | | | |
| Employee Benefits | 155,062.50 | 183,300.00 | 192,300.00 | 187,900.00 | (4,400.00) |
| Subtotal Personnel Expense | 639,144.91 | 687,990.00 | 703,000.00 | 709,000.00 | 6,000.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | 900.00 | 1,500.00 | 1,500.00 | 1,500.00 | |
| Library Collection | 60,561.25 | 71,300.00 | 71,300.00 | 44,800.00 | (26,500.00) |
| Library Digital Resources | | | | 30,000.00 | 30,000.00 |
| Comm and Public Relations | 292.51 | 500.00 | 500.00 | 500.00 | |
| Computer Software | 640.96 | 500.00 | 1,000.00 | 1,000.00 | |
| Contract Services | 4,673.19 | 4,000.00 | 3,500.00 | 4,000.00 | 500.00 |
| Equipment - Purchase | 5,627.24 | 6,600.00 | 6,000.00 | 7,000.00 | 1,000.00 |
| Financial Expenses | 31.64 | | | | |
| Hospitality Expense | 814.31 | 700.00 | 500.00 | 750.00 | 250.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|---------------------|---------------------|---------------------|---------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Office Supplies | 3,600.61 | 3,500.00 | 3,000.00 | 3,000.00 | |
| Postage & Courier | 456.37 | 500.00 | 700.00 | 700.00 | |
| Program Supplies | 3,693.78 | 5,000.00 | 3,000.00 | 3,500.00 | 500.00 |
| Protective & Uniform Clothing | | | 1,200.00 | 1,300.00 | 100.00 |
| Staff Training & Development | 4,191.62 | 7,000.00 | 7,000.00 | 7,000.00 | |
| SME - Audit and Actuary | 2,455.76 | 12,800.00 | 12,800.00 | 7,200.00 | (5,600.00) |
| Telephone/Internet | 11,119.47 | 16,660.00 | 16,660.00 | 17,100.00 | 440.00 |
| Travel | 6.00 | 600.00 | 2,600.00 | 500.00 | (2,100.00) |
| Subtotal Operating Expense | 99,064.71 | 131,160.00 | 131,260.00 | 129,850.00 | (1,410.00) |
| Total Expense | 738,209.62 | 819,150.00 | 834,260.00 | 838,850.00 | 4,590.00 |
| Surplus/(Deficit) Before Allocation | (688,383.67) | (762,363.00) | (788,160.00) | (791,600.00) | (3,440.00) |
| Surplus/(Deficit) After Allocation | (688,383.67) | (762,363.00) | (788,160.00) | (791,600.00) | (3,440.00) |
| Transfer to/ (from) Reserves | 9,068.68 | (39,500.00) | (39,500.00) | | 39,500.00 |
| Transfer Between Funds | (697,452.35) | (756,920.36) | (748,660.00) | (791,600.00) | (42,940.00) |
| Total Transfer | (688,383.67) | (796,420.36) | (788,160.00) | (791,600.00) | (3,440.00) |
| Surplus / (Deficit) | | \$34,057.36 | | | |

Appendix D - Self Sustaining Entities (SSE) Divisional Summary

CITY OF PORT COLBORNE
2024 Budget - Self Sustaining Entities

| | Sugarloaf Marina | Nickel Beach | Cemetery | Building | Total 2024 SSE Budget |
|-----------------------------------|-----------------------------|-------------------------|-----------------|-----------------|--------------------------------------|
| Revenue | | | | | |
| Investment Income | | | \$4,000 | | \$4,000 |
| Lease Income | 32,000 | | | | 32,000 |
| Licences and Permits | | | | 743,332 | 743,332 |
| Rentals | 3,000 | | | | 3,000 |
| Other Revenue | 3,000 | | | | 3,000 |
| Fees | 30,000 | 343,023 | | | 373,023 |
| Sales | 1,370,000 | | 89,700 | | 1,459,700 |
| Total Revenue | 1,438,000 | 343,023 | 93,700 | 743,332 | 2,618,055 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | | | | 407,700 | 407,700 |
| Overtime Pay | | | | 8,200 | 8,200 |
| Employee Benefits | | | | 117,600 | 117,600 |
| Subtotal Personnel Expense | | | | 533,500 | 533,500 |
| Operating Expense | | | | | |
| Association/Membership Fees | 2,000 | | 800 | 6,300 | 9,100 |
| Cleaning Supplies | 8,000 | 8,000 | | | 16,000 |
| Comm and Public Relations | 5,000 | 8,000 | | 1,000 | 14,000 |
| Computer Software | 5,000 | | | | 5,000 |
| Contract Services | 60,000 | 30,000 | 3,000 | 60,000 | 153,000 |
| Cost of of Goods Sold | 220,000 | | | | 220,000 |
| Equipment - Purchase | 10,000 | | 1,100 | 6,000 | 17,100 |
| Equipment - Rental | | | 6,900 | | 6,900 |
| Hospitality Expense | | | | 500 | 500 |
| Office Supplies | 2,500 | | | 2,400 | 4,900 |
| Postage & Courier | 100 | | | 600 | 700 |
| Program Supplies | 10,000 | 4,000 | | | 14,000 |
| Protective & Uniform Clothing | 3,000 | 2,000 | | 3,000 | 8,000 |

| | Sugarloaf Marina | Nickel Beach | Cemetery | Building | Total 2024 SSE Budget |
|--|-----------------------------|-------------------------|-----------------|-----------------|--------------------------------------|
| R&M - Grounds | 30,000 | 10,000 | 10,000 | | 50,000 |
| R&M - Consumables and Parts | 60,000 | 10,000 | | | 70,000 |
| Staff Training & Development | | | | 6,200 | 6,200 |
| SME - Consultants | | 15,000 | | 10,000 | 25,000 |
| Subscriptions and Publications | | | | 400 | 400 |
| Telephone/Internet | 28,000 | | | 2,400 | 30,400 |
| Travel | | | | 6,200 | 6,200 |
| Subtotal Operating Expense | 443,600 | 87,000 | 21,800 | 105,000 | 657,400 |
| Total Expense | 443,600 | 87,000 | 21,800 | 638,500 | 1,190,900 |
| Surplus/(Deficit) Before Allocation | 994,400 | 256,023 | 71,900 | 104,832 | 1,427,155 |
| Allocation:SSE | 942,662 | 256,023 | 71,900 | 104,832 | 1,375,417 |
| Surplus/(Deficit) After Allocation | 51,738 | | | | 51,738 |
| Transfer to/ (from) Reserves | 51,738 | | | | 51,738 |
| Total Transfer | 51,738 | | | | 51,738 |

City of Port Colborne
2024 Operating Budget
Self Sustaining Entities

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Advertising and Sponsorship | | | \$5,000.00 | | (\$5,000.00) |
| Investment Income | 12,368.73 | 3,400.00 | 4,000.00 | 4,000.00 | |
| Lease Income | 57,585.02 | 31,800.00 | 33,500.00 | 32,000.00 | (1,500.00) |
| Licences and Permits | 513,250.13 | 523,500.00 | 450,000.00 | 743,332.00 | 293,332.00 |
| Rentals | 2,953.25 | 3,600.00 | | 3,000.00 | 3,000.00 |
| Other Revenue | 1,179.61 | 2,400.00 | | 3,000.00 | 3,000.00 |
| Fees | 368,673.27 | 184,150.00 | 428,000.00 | 373,023.00 | (54,977.00) |
| Sales | 1,217,751.54 | 1,294,000.00 | 1,457,100.00 | 1,459,700.00 | 2,600.00 |
| Total Revenue | 2,173,761.55 | 2,042,850.00 | 2,377,600.00 | 2,618,055.00 | 240,455.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 317,633.62 | 367,265.00 | 498,800.00 | 407,700.00 | (91,100.00) |
| Salaries and Wages - Part Time | 58,950.79 | 100,200.00 | 18,100.00 | | (18,100.00) |
| Salaries and Wages - Students | 205,572.92 | 180,500.00 | 167,700.00 | | (167,700.00) |
| Overtime Pay | 10,402.84 | 18,200.00 | 25,300.00 | 8,200.00 | (17,100.00) |
| Employee Benefits | 123,300.17 | 170,100.00 | 196,200.00 | 117,600.00 | (78,600.00) |
| Subtotal Personnel Expense | 715,860.34 | 836,265.00 | 906,100.00 | 533,500.00 | (372,600.00) |
| Operating Expense | | | | | |
| Association/Membership Fees | 1,124.27 | 3,300.00 | 5,200.00 | 9,100.00 | 3,900.00 |
| Cleaning Supplies | 6,832.45 | 13,000.00 | 11,000.00 | 16,000.00 | 5,000.00 |
| Comm and Public Relations | 7,206.44 | 9,000.00 | 13,500.00 | 14,000.00 | 500.00 |
| Computer Software | 2,539.96 | 2,500.00 | 5,000.00 | 5,000.00 | |
| Contract Services | 280,434.32 | 173,000.00 | 215,000.00 | 153,000.00 | (62,000.00) |
| Cost of of Goods Sold | 232,823.23 | 165,200.00 | 220,567.38 | 220,000.00 | (567.38) |
| Equipment - Purchase | 2,584.35 | 9,100.00 | 11,100.00 | 17,100.00 | 6,000.00 |
| Equipment - Rental | 6,668.00 | 6,800.00 | 6,900.00 | 6,900.00 | |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|---------------------|---------------------|---------------------|---------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Financial Expenses | 518.28 | | | | |
| Hospitality Expense | 343.15 | 500.00 | 500.00 | 500.00 | |
| Office Supplies | 3,089.75 | 4,900.00 | 2,500.00 | 4,900.00 | 2,400.00 |
| Postage & Courier | 11.01 | 700.00 | 200.00 | 700.00 | 500.00 |
| Program Supplies | 2,298.17 | 11,000.00 | 14,800.00 | 14,000.00 | (800.00) |
| Protective & Uniform Clothing | 7,517.17 | 8,100.00 | 8,300.00 | 8,000.00 | (300.00) |
| R&M - Grounds | 35,486.11 | 48,000.00 | 50,000.00 | 50,000.00 | |
| R&M - Consumables and Parts | 43,199.42 | 40,000.00 | 60,000.00 | 70,000.00 | 10,000.00 |
| Staff Training & Development | 6,974.76 | 12,700.00 | 12,300.00 | 6,200.00 | (6,100.00) |
| SME - Consultants | 56,939.16 | 120,000.00 | 60,000.00 | 25,000.00 | (35,000.00) |
| Subscriptions and Publications | | 400.00 | 150.00 | 400.00 | 250.00 |
| Telephone/Internet | 28,635.68 | 29,400.00 | 31,400.00 | 30,400.00 | (1,000.00) |
| Travel | 1,665.49 | 8,900.00 | 9,600.00 | 6,200.00 | (3,400.00) |
| Subtotal Operating Expense | 726,891.17 | 666,500.00 | 738,017.38 | 657,400.00 | (80,617.38) |
| Total Expense | 1,442,751.51 | 1,502,765.00 | 1,644,117.38 | 1,190,900.00 | (453,217.38) |
| Surplus/(Deficit) Before Allocation | 731,010.04 | 540,085.00 | 733,482.62 | 1,427,155.00 | 693,672.38 |
| Allocation:SSE | 750,399.87 | 778,940.00 | 842,634.78 | 1,375,417.00 | 532,782.22 |
| Surplus/(Deficit) After Allocation | (19,389.83) | (238,855.00) | (109,152.16) | 51,738.00 | 160,890.16 |
| Transfer to/ (from) Reserves | (19,389.83) | (238,855.00) | (109,152.16) | 51,738.00 | 160,890.16 |
| Total Transfer | (19,389.83) | (238,855.00) | (109,152.16) | 51,738.00 | 160,890.16 |

Appendix D - Self Sustaining Entities (SSE) Divisional Detail

City of Port Colborne
2024 Operating Budget

Building Inspection

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Licences and Permits | \$513,250.13 | \$523,500.00 | \$450,000.00 | \$743,332.00 | \$293,332.00 |
| Total Revenue | 513,250.13 | 523,500.00 | 450,000.00 | 743,332.00 | 293,332.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 226,930.51 | 151,600.00 | 262,400.00 | 407,700.00 | 145,300.00 |
| Salaries and Wages - Part Time | | 100,200.00 | | | |
| Overtime Pay | 309.82 | 8,200.00 | 5,300.00 | 8,200.00 | 2,900.00 |
| Employee Benefits | 65,340.59 | 69,700.00 | 72,000.00 | 117,600.00 | 45,600.00 |
| Subtotal Personnel Expense | 292,580.92 | 329,700.00 | 339,700.00 | 533,500.00 | 193,800.00 |
| Operating Expense | | | | | |
| Association/Membership Fees | (296.83) | 2,000.00 | 2,000.00 | 6,300.00 | 4,300.00 |
| Comm and Public Relations | | 1,000.00 | 1,000.00 | 1,000.00 | |
| Contract Services | 33,975.40 | 60,000.00 | 32,500.00 | 60,000.00 | 27,500.00 |
| Equipment - Purchase | 53.14 | | | 6,000.00 | 6,000.00 |
| Hospitality Expense | 343.15 | 500.00 | 500.00 | 500.00 | |
| Office Supplies | 1,760.24 | 2,400.00 | | 2,400.00 | 2,400.00 |
| Postage & Courier | 11.01 | 600.00 | 100.00 | 600.00 | 500.00 |
| Protective & Uniform Clothing | 3,698.45 | 3,000.00 | 4,000.00 | 3,000.00 | (1,000.00) |
| Staff Training & Development | 4,335.47 | 4,000.00 | 4,000.00 | 6,200.00 | 2,200.00 |
| SME - Consultants | 32,280.66 | 90,000.00 | 10,000.00 | 10,000.00 | |
| Subscriptions and Publications | | 400.00 | 150.00 | 400.00 | 250.00 |
| Telephone/Internet | 1,151.00 | 2,400.00 | 1,400.00 | 2,400.00 | 1,000.00 |
| Travel | 805.95 | 4,000.00 | 4,000.00 | 6,200.00 | 2,200.00 |
| Subtotal Operating Expense | 78,117.64 | 170,300.00 | 59,650.00 | 105,000.00 | 45,350.00 |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------|---------------------|--------------------|-------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Total Expense | 370,698.56 | 500,000.00 | 399,350.00 | 638,500.00 | 239,150.00 |
| Surplus/(Deficit) Before Allocation | 142,551.57 | 23,500.00 | 50,650.00 | 104,832.00 | 54,182.00 |
| Allocation:SSE | 130,962.03 | 132,871.00 | 140,845.37 | 104,832.00 | (36,013.37) |
| Surplus/(Deficit) After Allocation | 11,589.54 | (109,371.00) | (90,195.37) | | 90,195.37 |
| Transfer to/ (from) Reserves | 11,589.54 | (109,371.00) | (90,195.37) | | 90,195.37 |
| Total Transfer | 11,589.54 | (109,371.00) | (90,195.37) | | 90,195.37 |

**City of Port Colborne
2024 Operating Budget**

Sugarloaf Marina

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Advertising and Sponsorship | | | \$5,000.00 | | (\$5,000.00) |
| Lease Income | 51,504.43 | 31,800.00 | 27,500.00 | 32,000.00 | 4,500.00 |
| Rentals | 2,953.25 | 1,200.00 | | 3,000.00 | 3,000.00 |
| Other Revenue | 1,179.61 | 2,400.00 | | 3,000.00 | 3,000.00 |
| Fees | 6,136.13 | 30,150.00 | 6,000.00 | 30,000.00 | 24,000.00 |
| Sales | 1,175,627.89 | 1,268,400.00 | 1,370,000.00 | 1,370,000.00 | |
| Total Revenue | 1,237,401.31 | 1,333,950.00 | 1,408,500.00 | 1,438,000.00 | 29,500.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | 90,703.11 | 198,100.00 | 199,000.00 | | (199,000.00) |
| Salaries and Wages - Part Time | 45,681.16 | | | | |
| Salaries and Wages - Students | 112,365.78 | 70,000.00 | 71,900.00 | | (71,900.00) |
| Overtime Pay | 10,093.02 | 10,000.00 | 20,000.00 | | (20,000.00) |
| Employee Benefits | 46,832.06 | 82,300.00 | 88,100.00 | | (88,100.00) |
| Subtotal Personnel Expense | 305,675.13 | 360,400.00 | 379,000.00 | | (379,000.00) |
| Operating Expense | | | | | |
| Association/Membership Fees | 1,406.10 | 500.00 | 2,000.00 | 2,000.00 | |
| Cleaning Supplies | 5,989.93 | 8,000.00 | 6,000.00 | 8,000.00 | 2,000.00 |
| Comm and Public Relations | 2,702.00 | 3,000.00 | 4,500.00 | 5,000.00 | 500.00 |
| Computer Software | 2,539.96 | 2,500.00 | 5,000.00 | 5,000.00 | |
| Contract Services | 144,085.08 | 80,000.00 | 100,000.00 | 60,000.00 | (40,000.00) |
| Cost of of Goods Sold | 232,823.23 | 165,200.00 | 220,567.38 | 220,000.00 | (567.38) |
| Equipment - Purchase | 2,208.18 | 5,000.00 | 10,000.00 | 10,000.00 | |
| Financial Expenses | 518.28 | | | | |
| Office Supplies | 1,329.51 | 2,500.00 | 2,500.00 | 2,500.00 | |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|--------------------|-------------------|-------------------|-------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Postage & Courier | | 100.00 | 100.00 | 100.00 | |
| Program Supplies | 1,728.52 | 8,000.00 | 10,000.00 | 10,000.00 | |
| Protective & Uniform Clothing | 3,091.82 | 3,100.00 | 3,000.00 | 3,000.00 | |
| R&M - Grounds | 22,997.13 | 28,000.00 | 30,000.00 | 30,000.00 | |
| R&M - Consumables and Parts | 43,199.42 | 40,000.00 | 60,000.00 | 60,000.00 | |
| Staff Training & Development | 2,639.29 | 4,000.00 | 5,600.00 | | (5,600.00) |
| Telephone/Internet | 27,053.15 | 26,400.00 | 30,000.00 | 28,000.00 | (2,000.00) |
| Travel | 859.54 | 4,000.00 | 5,600.00 | | (5,600.00) |
| Subtotal Operating Expense | 495,171.14 | 380,300.00 | 494,867.38 | 443,600.00 | (51,267.38) |
| Total Expense | 800,846.27 | 740,700.00 | 873,867.38 | 443,600.00 | (430,267.38) |
| Surplus/(Deficit) Before Allocation | 436,555.04 | 593,250.00 | 534,632.62 | 994,400.00 | 459,767.38 |
| Allocation:SSE | 469,069.14 | 572,948.00 | 534,632.62 | 942,662.00 | 408,029.38 |
| Surplus/(Deficit) After Allocation | (32,514.10) | 20,302.00 | | 51,738.00 | 51,738.00 |
| Transfer to/ (from) Reserves | (32,514.10) | 20,302.00 | | 51,738.00 | 51,738.00 |
| Total Transfer | (32,514.10) | 20,302.00 | | 51,738.00 | 51,738.00 |

**City of Port Colborne
2024 Operating Budget**

| | 2022 | 2023 | 2023 | 2024 | Variance |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Lease Income | \$6,080.59 | | \$6,000.00 | | (\$6,000.00) |
| Rentals | | 2,400.00 | | | |
| Fees | 362,537.14 | 154,000.00 | 422,000.00 | 343,023.00 | (78,977.00) |
| Total Revenue | 368,617.73 | 156,400.00 | 428,000.00 | 343,023.00 | (84,977.00) |
| Expense | | | | | |
| Personnel Expense | | | | | |
| Salaries and Wages - Full Time | | 17,565.00 | 37,400.00 | | (37,400.00) |
| Salaries and Wages - Part Time | 13,269.63 | | 18,100.00 | | (18,100.00) |
| Salaries and Wages - Students | 93,207.14 | 110,500.00 | 95,800.00 | | (95,800.00) |
| Employee Benefits | 11,127.52 | 18,100.00 | 36,100.00 | | (36,100.00) |
| Subtotal Personnel Expense | 117,604.29 | 146,165.00 | 187,400.00 | | (187,400.00) |
| Operating Expense | | | | | |
| Cleaning Supplies | 842.52 | 5,000.00 | 5,000.00 | 8,000.00 | 3,000.00 |
| Comm and Public Relations | 4,504.44 | 5,000.00 | 8,000.00 | 8,000.00 | |
| Contract Services | 94,036.95 | 30,000.00 | 80,000.00 | 30,000.00 | (50,000.00) |
| Equipment - Purchase | | 3,000.00 | | | |
| Program Supplies | 569.65 | 3,000.00 | 4,800.00 | 4,000.00 | (800.00) |
| Protective & Uniform Clothing | 726.90 | 2,000.00 | 1,300.00 | 2,000.00 | 700.00 |
| R&M - Grounds | 3,971.12 | 10,000.00 | 10,000.00 | 10,000.00 | |
| R&M - Consumables and Parts | | | | 10,000.00 | 10,000.00 |
| Staff Training & Development | | | 2,700.00 | | (2,700.00) |
| SME - Consultants | 24,658.50 | 30,000.00 | 50,000.00 | 15,000.00 | (35,000.00) |
| Telephone/Internet | 431.53 | 600.00 | | | |
| Subtotal Operating Expense | 129,741.61 | 88,600.00 | 161,800.00 | 87,000.00 | (74,800.00) |

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|-------------------|---------------------|--------------------|-------------------|-----------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Total Expense | 247,345.90 | 234,765.00 | 349,200.00 | 87,000.00 | (262,200.00) |
| Surplus/(Deficit) Before Allocation | 121,271.83 | (78,365.00) | 78,800.00 | 256,023.00 | 177,223.00 |
| Allocation:SSE | 119,737.10 | 71,421.00 | 97,756.79 | 256,023.00 | 158,266.21 |
| Surplus/(Deficit) After Allocation | 1,534.73 | (149,786.00) | (18,956.79) | | 18,956.79 |
| Transfer to/ (from) Reserves | 1,534.73 | (149,786.00) | (18,956.79) | | 18,956.79 |
| Total Transfer | 1,534.73 | (149,786.00) | (18,956.79) | | 18,956.79 |

**City of Port Colborne
2024 Operating Budget**

Cemetery

| | 2022 | 2023 | 2023 | 2024 | Variance |
|--|------------------|------------------|------------------|--------------------|--------------------------------|
| | Actual | Forecast | Budget | Proposed Budget | (2024 Budget - 2023 Budget) |
| Revenue | | | | | |
| Investment Income | \$12,368.73 | \$3,400.00 | \$4,000.00 | \$4,000.00 | |
| Sales | 42,123.65 | 25,600.00 | 87,100.00 | 89,700.00 | 2,600.00 |
| Total Revenue | 54,492.38 | 29,000.00 | 91,100.00 | 93,700.00 | 2,600.00 |
| Expense | | | | | |
| Personnel Expense | | | | | |
| <hr/> | | | | | |
| Operating Expense | | | | | |
| Association/Membership Fees | 15.00 | 800.00 | 1,200.00 | 800.00 | (400.00) |
| Contract Services | 8,336.89 | 3,000.00 | 2,500.00 | 3,000.00 | 500.00 |
| Equipment - Purchase | 323.03 | 1,100.00 | 1,100.00 | 1,100.00 | |
| Equipment - Rental | 6,668.00 | 6,800.00 | 6,900.00 | 6,900.00 | |
| R&M - Grounds | 8,517.86 | 10,000.00 | 10,000.00 | 10,000.00 | |
| Staff Training & Development | | 4,700.00 | | | |
| Travel | | 900.00 | | | |
| Subtotal Operating Expense | 23,860.78 | 27,300.00 | 21,700.00 | 21,800.00 | 100.00 |
| Total Expense | 23,860.78 | 27,300.00 | 21,700.00 | 21,800.00 | 100.00 |
| Surplus/(Deficit) Before Allocation | 30,631.60 | 1,700.00 | 69,400.00 | 71,900.00 | 2,500.00 |
| Allocation:SSE | 30,631.60 | 1,700.00 | 69,400.00 | 71,900.00 | 2,500.00 |
| <hr/> | | | | | |
| <hr/> | | | | | |
| <hr/> | | | | | |
| <hr/> | | | | | |

Appendix E - Facilities Detail

Appendix F - Transportation & Parks Detail

Appendix E - Facilities Detail

| | Gas | Hydro | Water | Repair and Maintenance (Consumables and Parts) | Equipment Rental | Contracted Services | Land Leases | Total |
|---------------------------------------|----------------|----------------|----------------|--|------------------|---------------------|---------------|------------------|
| General | | | | 3,150 | 1,500 | | | 4,650 |
| City Hall | 11,240 | 65,750 | 4,950 | 12,600 | 1,000 | 78,000 | | 173,540 |
| Fire Station 1 | 13,460 | 22,770 | 5,100 | 15,000 | 1,500 | 22,000 | | 79,830 |
| Humberstone Community Hall | 3,440 | 1,350 | 1,300 | 2,000 | | 4,700 | | 12,790 |
| Operations Centre | 43,710 | 48,070 | 26,130 | 18,000 | 2,000 | 122,500 | | 260,410 |
| Seaway Properties | | 530 | | | | - | 16,000 | 16,530 |
| Soccer Complex | | 3,800 | 3,520 | 1,500 | | 14,100 | | 22,920 |
| Vale Health and Wellness Centre | 115,940 | 500,000 | 79,200 | 50,000 | 2,000 | 84,000 | | 831,140 |
| Bethel Community Centre | | | | 4,000 | | 5,900 | | 9,900 |
| Sherkston Community Centre | | | | 2,000 | | 2,300 | | 4,300 |
| Animal Shelter | | | | 1,800 | | 2,100 | | 3,900 |
| Traffic and Street Lights | | 208,160 | | | | | | 208,160 |
| City Facilities Subtotal | 187,790 | 850,430 | 120,200 | 110,050 | 8,000 | 335,600 | 16,000 | 1,628,070 |
| Library Facility | 12,480 | 14,600 | 2,090 | 5,000 | | 43,700 | | 77,870 |
| Roselawn | 19,770 | 11,070 | 5,500 | 5,000 | | 37,100 | | 78,440 |
| Historical Marine Museum | 8,930 | 4,500 | 4,730 | 4,000 | | 10,200 | | 32,360 |
| Heritage Reseach Arvices | 3,860 | 1,900 | 1,650 | 1,100 | | 1,000 | | 9,510 |
| Boards and Committees Subtotal | 45,040 | 32,070 | 13,970 | 15,100 | - | 92,000 | - | 198,180 |
| West Street Harbourview Docks | | 1,430 | 1,650 | 4,000 | | 2,100 | 100 | 9,280 |
| Market Square | | 1,270 | | 200 | | 200 | 3,200 | 4,870 |
| HH Knoll | | 8,020 | | 7,500 | | 2,500 | | 18,020 |
| Centennial Park | | 800 | | 3,000 | | 2,500 | | 6,300 |
| Lion Field | 2,050 | 2,470 | | 1,500 | | 5,000 | | 11,020 |
| Tennis Courts | | 1,140 | 1,870 | 2,000 | | 1,000 | | 6,010 |
| Lock 8 Lighthouse | | | | 1,000 | | 500 | | 1,500 |
| Lock 8/Skate Park | | 3,170 | | 5,000 | | 500 | 1,600 | 10,270 |
| Vimy Park | | 410 | | 1,000 | | 1,000 | | 2,410 |
| Lockview Park | | 430 | | | | 1,000 | | 1,430 |
| Rotary Park | | | | | | 500 | | 500 |
| Seaway Park | | 950 | | | | | | 950 |
| King George Park | | | | 100 | | | | 100 |
| Old Scout Camp | 800 | 640 | | | | | | 1,440 |
| Other Parks | | 1,900 | 52,800 | 5,000 | 2,000 | 14,900 | | 76,600 |
| Railways | | | | | | | 16,500 | 16,500 |
| Parks Subtotal | 2,850 | 22,630 | 56,320 | 30,300 | 2,000 | 31,700 | 21,400 | 167,200 |

| | | | | | | | | |
|--|----------------|----------------|----------------|----------------|---------------|----------------|---------------|------------------|
| Overholt Cemetery | | | | | | | | - |
| Nickel Beach | | 6,500 | | 500 | | 1,500 | | 8,500 |
| Sugarloaf Marina | 14,150 | 25,830 | 30,970 | 27,500 | 1,500 | 51,100 | | 151,050 |
| Marina Store | 4,470 | 11,840 | | | | 500 | | 16,810 |
| Self Sustaining Entities Subtotal | 18,620 | 44,170 | 30,970 | 28,000 | 1,500 | 53,100 | - | 176,360 |
| Levy Total | 254,300 | 949,300 | 221,460 | 183,450 | 11,500 | 512,400 | 37,400 | 2,169,810 |
| Colborne / Johnston St Pump Station (S) | | | | 200 | | 250 | 3,000 | 3,450 |
| Elizabeth St. Bulk Water Depot (W) | | | | 500 | | 250 | 4,000 | 4,750 |
| Elm St. Bulk Water Depot (W) | | | | 500 | | 250 | | 750 |
| Scholfield Pumping Station (S) | | | | | | 250 | | 250 |
| Rates Subtotal | - | - | - | 1,200 | - | 1,000 | 7,000 | 9,200 |
| Levy + Rates Total | 254,300 | 949,300 | 221,460 | 184,650 | 11,500 | 513,400 | 44,400 | 2,179,010 |

Appendix F - Transportation Detail

| | Contract Services | Repair and Maintenance (Consumables and Parts) | Repair and Maintenance (Tree Replacement) | Total |
|---------------------------------|-------------------|--|---|---------|
| Bridge Maintenance | 35,000 | | | 35,000 |
| Catch Basins | 25,000 | 15,000 | | 40,000 |
| Crack Sealing | 52,500 | | | 52,500 |
| Culvert Repairs | 10,000 | 20,000 | | 30,000 |
| Curb Maintenance | 5,000 | | | 5,000 |
| Driveways | | | | - |
| Guardrails | 20,000 | 1,000 | | 21,000 |
| Patching and Spraying | 105,000 | | | 105,000 |
| Clay Road Maintenance | 6,300 | | | 6,300 |
| Pavement Marking | 100,000 | 5,000 | | 105,000 |
| Pothole Repair | | 15,000 | | 15,000 |
| Road Grading | | 45,000 | | 45,000 |
| Shouldering | 5,200 | 27,750 | | 32,950 |
| Street Lights | 42,000 | | | 42,000 |
| Traffic Signals | 15,750 | 20,000 | | 35,750 |
| Traffic Signs | 5,250 | | | 5,250 |
| Pleasant Beach Waste Management | | 250 | | 250 |
| Safety Device | | 5,000 | | 5,000 |
| Roads Preventative Maintenance | 427,000 | 154,000 | - | 581,000 |
| Sidewalk Maintenance | 26,250 | 1,000 | | 27,250 |
| Plant Maintenance/Replacement | 250,000 | 2,500 | 125,000 | 377,500 |
| Dust Suppression | 25,000 | | | 25,000 |
| Vandalism | | 500 | | 500 |
| Grass Mowing Spraying | 120,000 | 2,000 | | 122,000 |
| Debris & Litter | | 1,500 | | 1,500 |
| Spring/Summer Maintenance | 395,000 | 6,500 | 125,000 | 526,500 |

| | Contract Services | Repair and Maintenance (Consumables and Parts) | Repair and Maintenance (Tree Replacement) | Total |
|---------------------------------|-------------------|--|---|------------------|
| Culvert Repairs - Ditchings | 15,000 | 40,000 | | 55,000 |
| Ditchings | 120,000 | | | 120,000 |
| Culverts and Ditchings | 135,000 | 40,000 | - | 175,000 |
| Sanding / Salting | 49,350 | 75,000 | | 124,350 |
| Sidewalk Snow Removal | | | | - |
| Snow Fence | | 2,500 | | 2,500 |
| Snow Ploughing | 85,000 | 5,000 | | 90,000 |
| Winter Maintenance | 134,350 | 82,500 | - | 216,850 |
| CN Rail | 12,600 | | | 12,600 |
| CP Rails | 4,750 | | | 4,750 |
| PC Harbour/Trillium Rail (West) | 32,550 | | | 32,550 |
| PC Harbour/Vale Rail (East) | 12,600 | | | 12,600 |
| Railways | 62,500 | - | - | 62,500 |
| Total | 1,180,100 | 284,000 | 125,000 | 1,589,100 |

Appendix F - Parks Detail

| | Contract Services | Equipment Purchase and Rental | Repair and Maintenance (Ground) | Repair and Maintenance (Consumables and Parts) | Repair and Maintenance (Tree Replacement) | Total |
|-------------------------------|--------------------------|--------------------------------------|--|---|--|----------------|
| Plant Maintenance/Replacement | 25,000 | | 12,500 | 2,500 | 75,000 | 115,000 |
| Culvert Repairs - Ditchings | 10,000 | | | | | 10,000 |
| Grass Mowing Spraying | 10,000 | 5,000 | 34,000 | | | 49,000 |
| Sanding/Salting | | | 20,000 | | | 20,000 |
| Patching and Spraying | 65,000 | | | | | 65,000 |
| Pavement Marking | 17,500 | | | | | 17,500 |
| Vandalism | 5,000 | | 9,500 | | | 14,500 |
| Sportsfield Maintenance | 10,000 | 23,500 | 46,000 | | | 79,500 |
| Barriers | 19,000 | | | 1,000 | | 20,000 |
| Beautification | 14,000 | 23,000 | 7,500 | 3,500 | | 48,000 |
| Signage | 19,000 | | | 3,000 | | 22,000 |
| Sanitation | 7,500 | | 7,000 | 7,000 | | 21,500 |
| Winter Operation | | 1,000 | | 11,000 | | 12,000 |
| Total | 202,000 | 52,500 | 136,500 | 28,000 | 75,000 | 494,000 |

Appendix G - Tax Allocation

Appendix G - Tax Allocation

| | General Government | Debt | Capital | PGA | Boards & Committees | Council | Community Safety | Public Works |
|---|--------------------|-------------|--------------|-------------|---------------------|-------------|------------------|--------------|
| Surplus/(Deficit) Before Allocation | 24,391,828 | (2,645,700) | 1,766,772 | (1,380,550) | (822,830) | (416,000) | (4,100,450) | (5,980,300) |
| Allocation: Within Department | | | | 247,860 | 261,850 | 54,724 | 359,493 | (347,440) |
| Allocation: Between Department | (2,658,265) | | | 5,000 | | | | (90,140) |
| Allocation:SSE | (542,131) | | | | | | | (58,855) |
| Surplus/(Deficit) After Allocations | 27,592,224 | (2,645,700) | 1,766,772 | (1,633,410) | (1,084,680) | (470,724) | (4,459,943) | (5,483,865) |
| Transfer to/ (from) Capital | - | | 6,168,881 | | | | | |
| Transfer to/ (from) Reserves | 1,314,700 | | 320,100 | 50,000 | | | | 85,000 |
| Transfer Between Funds | (583,732) | (1,546,000) | (896,700) | | 1,103,677 | (68,700) | | (511,179) |
| Surplus / (Deficit) | 26,861,256 | (1,099,700) | (3,825,509) | (1,683,410) | (2,188,357) | (402,024) | (4,459,943) | (5,057,686) |
| Property Tax | (24,693,620) | | | | | | | |
| Allocation (OMPF + Interest + Other Misc - Global Operations) | 2,167,636 | | | 184,782 | | 44,129 | 489,553 | 555,165 |
| Total | 4,335,272 | (1,099,700) | (3,825,509) | (1,498,628) | (2,188,357) | (357,895) | (3,970,390) | (4,502,521) |
| Percentage | | 4.5% | 15.5% | 6.1% | 8.9% | 1.4% | 16.1% | 18.2% |

| | Administration | | | Economic Development & Planning | | | Parks & Recreation | | |
|---|----------------|--------------------|--------------|---------------------------------|-------------|-------------|--------------------|-------------|--------------|
| | CAO | Corporate Services | Total | Economic Development | Planning | Total | Recreation | Parks | Total |
| Surplus/(Deficit) Before Allocation | (1,122,600) | (3,321,840) | (4,444,440) | (390,050) | (452,700) | (842,750) | (726,200) | (1,607,150) | (2,333,350) |
| Allocation: Within Department | | (81,186) | (81,186) | | | - | 81,186 | 347,440 | 428,626 |
| Allocation: Between Department | (570,529) | 129,840 | (440,689) | 94,320 | 103,017 | 197,337 | 1,806,134 | 261,696 | 2,067,830 |
| Allocation:SSE | (29,483) | (126,108) | (155,591) | 18,239 | | | (580,700) | (61,379) | (642,079) |
| Surplus/(Deficit) After Allocations | (522,588) | (3,244,386) | (3,766,974) | (502,609) | (555,717) | (1,058,326) | (2,032,820) | (2,154,907) | (4,187,727) |
| Transfer to/ (from) Capital | | | | | | | | | |
| Transfer to/ (from) Reserves | | | | | | | | | |
| Transfer Between Funds | (206,200) | (630,300) | (836,500) | | | - | | (31,900) | |
| Surplus / (Deficit) | (316,388) | (2,614,086) | (2,930,474) | (502,609) | (555,717) | (1,058,326) | (2,032,820) | (2,123,007) | (4,155,827) |
| Minus: Property Tax | | | | | | | | | |
| Allocation (OMPF + Interest + Other Misc - Global Operations) | 34,729 | 286,939 | 321,668 | 55,170 | 60,999 | 116,169 | 223,136 | 233,035 | 456,171 |
| Total | (281,659) | (2,327,147) | (2,608,806) | (447,439) | (494,718) | (942,157) | (1,809,684) | (1,889,972) | (3,699,656) |
| Percentage | 1.1% | 9.4% | 10.5% | 1.8% | 2.0% | 3.8% | 7.3% | 7.7% | 15.0% |



Subject: 2024 Proposed User Fees and Charges

To: Committee of the Whole - Budget

From: Corporate Services Department

Report Number: 2023-162

Meeting Date: October 18, 2023

Recommendation:

That the Committee of the Whole recommend to Council:

That Corporate Services Department Report 2023-162 **BE RECEIVED**;

That the 2024 Proposed User Fees and Charges schedules attached as Appendices A to S of Corporate Services Report 2023-162 **BE APPROVED**; and

That the draft by-law attached as Appendix T of Corporate Services Report 2023-162 be brought forward to Council for consideration.

Purpose:

The purpose of this report is to seek Council approval to amend and replace schedules from the previously approved user fees and charges (Report 2022-244) by-law with the 2024 proposed user fees and charges schedules identified in Appendices A to S of Corporate Services Report 2023-162.

Background:

As part of the annual budget process, user fees and charges are reviewed to ensure that previously approved or new user fees and charges are complete and included in this user fee bylaw, account for changes in service, and consider market rates and cost recovery.

Section 391 of the *Municipal Act* and section 69 of the *Planning Act* provide the authority for a municipality to establish fees and charges. The fundamental principle behind user fees and cost recovery price setting is that those who actually consume and benefit from the good/service pay for it and those who do not use the good/service or

receive any benefit from it should not be obligated to pay for it. A key element is that the benefit of the service is to the individual, not the general taxpayer. The main economic reason why user charges should be levied on the direct recipient of benefits is that this improves the efficiency of the government in allocating resources in a way which creates the largest bundle of possible services demanded by the public.

Discussion:

User fees and charges were reviewed as part of the annual budget process. This review is occurring as per the approved User Fee Principles and Framework approved by Council at the May 9, 2023 meeting.

Financial Services is in the process of reviewing user fees category-by-category. As identified in the 2024 Operating (Levy) Budget, Report 2023-161, Financial Services has started with the largest user fees and those at full-cost recover. In 2024 Financial Services will expand its review as follows:

| Category | Model | Model Reviewed by Finance |
|---|---------|---------------------------|
| Engineering and Operations | 1 | 2024 |
| Dog Licensing | 2 | 2024 |
| Fire and Emergency | 2 | 2024 |
| Vale Health and Wellness Centre | 2, 3 | Yes |
| Parks and Pavilions | 2 | 2024 |
| Playing Fields and Sports Courts | 2 | 2024 |
| Beaches | 1, 3 | Yes |
| Roselawn Centre | 2, 3 | 2024 |
| Sugarloaf Marina | 1, 3 | Yes |
| Procedures for Tax Registration and Tax Sales | 1 | Yes |
| Corporate Services | 1 | Yes |
| Port Colborne Historical and Marina Museum | 2, 3 | 2024 |
| L.R. Wilson Heritage Research Archives | 2, 3 | 2024 |
| By-Law Enforcement | 2 | 2024 |
| Cemeteries of the City of Port Colborne | 1, 2, 3 | Yes |
| Planning and Development | 1 | Yes |
| Maintenance & Occupancy of Property (Property Standards By-Law) | 1 | 2024 |
| Permits for Construction, Demolition, Occupancy and Change of User, Transfer of Permits and Inspections | 1 | 2024 |

Model 1 – Full Cost Recovery; Model 2 – Subsidized (Partial cost recovery); Model 3 – Differentiated

Some of the salient changes included in this proposed bylaw are as follows:

- Arena fees have been updated to reflect the average Niagara municipal ice rates of comparable times and to, in many cases, include user group liability insurance premiums. Non-resident has been redefined to be non-Niagara. Prime and non-Prime hours have been redefined to expand non-Prime time and School related rates has been consolidated. Staff believe that the impact of these changes will have no material on an organization but rather clarify user rates and provide additional opportunities to provide ice time.
- Rental facilities (including pavilions, playing fields, and meeting rooms) across the city fees have been updated to include user group insurance premiums in an effort for fees to be more transparent and to insure that groups and the City are protected.
- Beach fees were updated to reflect a new non-beachfront parking options (Zone 2 Reserved Daily Pass). Staff are reviewing the possibility of adding hourly parking fees, if proposed this will occur early in 2024.
- Marina fees have been updated to reflect the 2024 Sugarloaf Marina User Fees approved by Council on July 18, 2023 (report 2023-136).
- Corporate Services fees have been updated to include new fees for civil ceremonies, a service new to the City.
- Cemetery fees have been simplified and updated after having reviewed the operational costs of the services offered as well as the cost of maintaining the cemeteries in perpetuity. In 2022, the City underwent a full cost accounting exercise. For 2024 those fees, adjusted for cost escalation, are proposed for non-residents. Based on feedback from Council the following discounted rates are proposed for Port Colborne residents:
 - Opening and closing fees are proposed at the average rate of neighbouring municipal cemeteries of weekend and holidays.
 - Cemetery services and interment rights are proposed at the highest comparator, rounded to nearest tenth.
 - The one rate opening and closing rate, regardless of burial or cremation, is due to the fact that the City does not schedule this type of work given the lower occurrence. Therefore, any work otherwise scheduled during the day is moved to overtime.
- Planning and building fees have been increased by inflation as per recommendations during the fee setting process. As noted during the budget process, structural changes to those departments will require another review of those fees which will come in early 2024.

- Filming fees have been added to reflect the new fees proposed in the Filming Policy presented to Council on October 10, 2023 through report 2023-173.
-

Internal Consultations:

Internally, user fees and charges have been discussed through the development of the 2024 Levy Budget.

Financial Services would like to thank City departments for their leadership and cooperation in updating certain user fees and charges in this report and look forward to working with others to update their user fees and charges going forward.

Financial Implications:

User fees and charges are a significant source of revenue for the City. The City will rely on \$4.2 million generated through user fees and charges to deliver the wide range of services offered in the 2024 Levy Budget. This represents a \$0.5 million increase over the \$3.7 million projected in the 2023 Levy Budget. This year-over-year change is primarily driven by a budgeted increase in planning and development fees (\$155,000) and building permits (\$293,000) resulting from anticipated growth. This increase will be realized through the changes in this bylaw and updates to be proposed in early 2024.

An alternative to the proposed fees and charges schedules would be to not increase the fees and charges and to subsidize the cost of service through the general levy tax base. This alternative is not recommended since many of these services directly benefit the user and provide little or no direct benefits to the community as a whole. Alternatively, larger increases to the fees and charges schedule could have been applied to ensure full cost recovery and no subsidization from the general tax levy. This alternative is also not recommended since larger increases may have negative impacts on lower income customers and small businesses.

Public Engagement:

User fees and charges take into account cost recovery and for significant or material user fees and charges market rates are considered when available.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Environment and Climate Change
 - Welcoming, Livable, Healthy Community
 - Economic Prosperity
 - Increased Housing Options
 - Sustainable and Resilient Infrastructure
-

Conclusion:

Staff recommend Council approve the proposed user fees and charges outlined in this report.

Appendices:

- a. Schedule A - Engineering and Operations
- b. Schedule B - Dog Licensing
- c. Schedule C - Fire and Emergency
- d. Schedule D - Vale Health and Wellness Centre
- e. Schedule E - Parks and Pavilions
- f. Schedule F - Playing Fields and Sport Courts
- g. Schedule G - Beaches
- h. Schedule H - Roselawn Centre
- i. Schedule I - Sugarloaf Marina
- j. Schedule J - Procedures for Tax Registration and Tax Sales
- k. Schedule K - Corporate Services
- l. Schedule L - Port Colborne Historical and Marine Museum
- m. Schedule M - L.R. Wilson Heritage Research Archives
- n. Schedule N – By-Law Enforcement
- o. Schedule O - Cemeteries of the City of Port Colborne
- p. Schedule P – Planning and Development
- q. Schedule Q - Maintenance & Occupancy of Property (Property Standards By-law)
- r. Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections
- s. Schedule S - Filming

t. Draft By-law to Establish User Fees and Charges

Respectfully submitted,

Adam Pigeau, CPA, CA
Manager, Financial Services/Deputy Treasurer
905-835-2900 Ext. 101
adam.pigeau@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|----------------------------------|--|--------------------------------------|------------------|---|--|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| Commemorative | Park Bench | Installation of a bench within a City park. | \$2,375.39 | - | \$3,325.00 | - |
| Commemorative | Promenade Bench | Installation of a bench on the West Street promenade. | \$1,873.07 | - | \$2,294.00 | - |
| Commemorative | Muskoka Chair | Installation of a Muskoka chair. | \$1,553.77 | - | \$1,772.00 | - |
| Commemorative | Tree Planting | Planting of a single native species tree on City property. | \$684.96 | - | \$895.00 | - |
| Commemorative | Pet Waste Station | Installation of a pet waste station. | \$1,279.36 | - | \$1,291.00 | - |
| Commemorative | Plaque Replacement | Replacement plaque for a previously purchased commemorative item. | \$251.43 | - | \$261.49 | - |
| Drainage | Drainage Apportionment Agreement | Cost for the Drainage Superintendent to complete a drainage apportionment agreement due to the severance of a parcel. Fee is for up to 5 parcels, more than 5 parcels will be completed by an appointed Engineer and fees (actual cost) will be charged accordingly. | \$118.00 | - | Actual Cost | - |
| Engineering | Water Model | Running a proposed development through the water model to determine if existing infrastructure is sufficient or if upgrades are required. | Actual Cost | - | Actual Cost | - |
| Water/Sewer/Storm | Service Decommissioning | Decommissioning of a water service, sanitary or storm lateral. | \$1,750.00/service | - | \$2,726.00/service | - |
| General | Rock Removal | Removal of Rock for Trench Work. | \$143.11/hour | \$572.44 | \$181.00/hour | minimum 4 hours plus \$100.00 disposal fee |
| General | Street Sweeping* | Street sweeping for general cleanliness of the roadways. | \$150.76/hour | \$603.04 | \$207.00/hour | minimum 4 hours plus \$100.00 disposal fee |
| General | Street Cleaning | Removal and recovery of debris including mud, and rock left within the roadway with means other than a street sweeper. | \$150.76/hour | minimum 4 hours | \$156.79/hour | minimum 4 hours plus \$100.00 disposal fee |
| General | Cart Retrieval Fee | Retrieval and storage of a single cart. | \$65.00/cart | - | \$78.00/cart | - |
| General | On-Call Supervisor Call Out | Request for Supervisor inspection found to be caused by private property issue afterhours, Monday to Saturday. Only charged if deemed to be a private issue, no charge for City issue. | \$131.54/Hour | - | \$136.80/Hour | minimum 4 hours |

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|-------------------------------------|--|--------------------------------------|------------------|---|------------------------------|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| General | On-Call Supervisor Call Out | Request for Supervisor inspection found to be caused by private property issue on Sundays and statutory holidays. Only charged if deemed to be a private issue, no charge for City issue. | \$164.79/Hour | - | \$171.38/Hour | minimum 4 hours |
| Parks | Trail Closure* | To be charged per application for each trail closure. Accommodates one section of trail to be closed with two barricades and road closed signage. Closures beyond one section of trail (entrance to entrance) are subject to job specific pricing. | \$120.79 | - | \$125.62 | - |
| Parks | Parade and Event Services * | Services to clear City owned waste bins at a higher frequency than the standard level of service during Parades and Events. | \$339.16 | - | \$352.73 | - |
| Parks | Park & Pavilion Services* | Electrical and Water connections when requested from renters. Connections only available at select locations. | \$31.65 | - | \$75.00 | - |
| Roads | Driveway Culvert | Install HDPE driveway culvert up to 600mm in diameter; includes stone backfill and compaction to grade. | \$469.03/meter | - | \$485.00/meter | - |
| Roads | Driveway Culvert | Install HDPE driveway culvert over 600mm in diameter; includes stone backfill and compaction to grade. | Actual Cost | - | Actual Cost | - |
| Roads | Asphalt Driveway Apron Installation | Includes preparation and installation of a residential asphalt driveway apron to City standards. | \$53.10/square meter | \$159.18 | \$65.00/square meter | \$195.00 |
| Roads | Curb Cut | Cut existing curb to accommodate a new entrance. | \$144.03/meter | \$432.09 | \$149.79/meter | \$449.37 |
| Roads | Curb Installation | Install curb to match existing area. One cost for standard curb & gutter, barrier curb or mountable curb. | \$195.13/meter | \$390.26 | \$202.94/meter | \$405.87 |
| Roads | Sidewalk Repair | Replace existing sidewalk panels. | \$162.61/square meter | \$325.22 | \$169.11/square meter | \$338.23 |
| Roads | Road Closure* | To be charged per application for each road closure. Accommodates one block of roadway to be closed with two barricades and road closed signage. Closures beyond one block are subject to job specific pricing. | \$241.50 | - | \$251.16 | - |

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|--|---|--------------------------------------|------------------|---|------------------------------|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| Roads | Traffic Control | Traffic control on primary roadways for City construction activities generated through Municipal Consent and Building Permits. Fee accommodates a 4 hour operation during regular business hours. Fee to be doubled for an 8 hour operation. Work beyond regular business hours is subject to job specific pricing. | \$934.84 | - | \$972.23 | - |
| Roads | Traffic Control | Traffic control on secondary roadways for City construction activities generated through Municipal Consent and Building Permits. Fee accommodates a one day lane shift. Work beyond regular business hours is subject to job specific pricing. | \$286.63 | - | \$298.10 | - |
| Roads | New Granular Driveway Installation | New installation of a granular driveway including excavation and placement of granular to a minimum area of 40 square meters. Cost per square meter to be charged above the flat fee of 40 square meters. | \$55.49/square meter | \$2,219.60 | | |
| Roads | Tree Trimming per By-law 6175/01/15 | Maintenance and removal of trees on or affecting property of the City of Port Colborne. | \$194.84/hr | - | \$202.63/hr | - |
| Roads | Tree Removal per By-law 6175/01/16 | Maintenance and removal of trees on or affecting property of the City of Port Colborne. | \$194.84/hr | - | \$202.63/hr | - |
| Roads | Stump Removal per By-law 6175/01/17 | Maintenance and removal of trees on or affecting property of the City of Port Colborne. | \$269.65/hr | - | \$280.44/hr | - |
| Roads | Stump Reinstatement per By-law 6175/01/18 | Maintenance and removal of trees on or affecting property of the City of Port Colborne. | \$211.54/hr | - | \$410.00 | - |
| Roads | Tree Replacement per By-law 6175/01/18 | Maintenance and removal of trees on or affecting property of the City of Port Colborne. | \$684.96 | - | \$848.00 | - |
| Roads | Arborist Tree Inspection per By-law 6175/01/19 | Maintenance and removal of trees on or affecting property of the City of Port Colborne. | \$617.93 | - | Actual Cost | - |
| Sewer | Sewer Rodding | Sewer rodding during Operations regular hours. | \$345.00/event | - | Actual Cost | - |
| Sewer | Sewer Rodding | Sewer rodding outside of Operations regular hours. | \$762.00/event | - | Actual Cost | - |

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|---|---|--------------------------------------|---|---|---|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| Sewer | Review of inspection and testing plans for private sanitary sewers, forcemains, maintenance holes and/or chambers | Review of inspection and testing plans for sanitary sewers, forcemains, maintenance holes and/or chambers required under Province's Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval that will connect to the City's wastewater collection system. | \$136.00 | 1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits. | \$240.00 | 1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits. |
| Sewer | Witness inspection and testing activities for sanitary sewers, forcemains, maintenance holes and/or chambers | Witnessing all required inspection and testing activities for sanitary sewers, forcemains, maintenance holes and/or chambers that will connect to the City's wastewater collection system. | \$65.00/hour | minimum 4 hours | \$67.60/hour | minimum 4 hours |
| Water | Water Service Turn On/Off | One fee to turn off and back on, during Operations regular business hours for a valve up to 100mm. Additional fee will apply if water is turned back on a different day, or after regular business hours. | \$60.00/event | - | \$79.00/event | - |
| Water | Water Service Turn On/Off | One fee to turn off and back on, during Operations regular business hours for a valve 100mm and larger. Additional fee will apply if water is turned back on a different day, or after regular business hours. | \$135.00/event | - | \$159.00/event | - |
| Water | Water Service Turn On/Off | One fee to turn off and on, outside of Operations regular business hours. Four hour window to have water turned back on. Additional fee will apply if water is turned back on after four hours, or on a different day. | \$390.00/event | - | \$405.00/event | - |
| Water | Unscheduled Water Meter Reading | Water meter reading as requested by user. | \$100.00/event | - | \$104.00/event | - |

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|---|---|--------------------------------------|--|---|--|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| Water | Water Service Tapping | Watermain tapping for water service up to 50mm. | \$375.00 per tap | Contractor responsible for preparing and securing site for tapping. If not ready to tap (ie. watermain has not been exposed), or traffic protection and/or shoring protection doesn't meet regulatory requirements, staff will not proceed, but will charge the fee, plus another fee when return to perform the tap. If staff are required to wait while any of the above are completed, hourly rate of \$60/hour/staff member will apply, on top of the fee. | \$423.00 per tap | Contractor responsible for preparing and securing site for tapping. If not ready to tap (ie. watermain has not been exposed), or traffic protection and/or shoring protection doesn't meet regulatory requirements, staff will not proceed, but will charge the fee, plus another fee when return to perform the tap. If staff are required to wait while any of the above are completed, hourly rate of \$62/hour/staff member will apply, on top of the fee. |
| Water | Water Service Upgrade | Upgrading an existing water service to a larger diameter, up to 50mm as per City standards. | Actual Cost | \$5,000.00 | Actual Cost | \$5,000.00 |
| Water | Water service (100mm +) commissioning plan review | Review of commissioning plans required under the Provincial Watermain Disinfection Procedure for water services 100mm+. | \$72.00 | 1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits. | \$240.00 | 1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits. |

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|---|---|--------------------------------------|--|---|---|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| Water | Private Watermain Commissioning Plan review | Review of commissioning plans required under the Provincial Watermain Disinfection Procedure for watermains that will be connected to the City's water system. | \$144.00 | revision with required edits, | \$240.00 | 1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits. |
| Water | Water Service (100mm +) commissioning activities - witness and sampling | Witnessing of the commissioning activities for water services 100mm+. All required sampling activities. | \$60.00/hour | minimum 4 hours | \$62.40/hour | minimum 4 hours |
| Water | Private Watermain Commissioning Activities - witness and sampling | Witnessing of the commissioning activities for private watermains (i.e. new subdivisions, watermains that technically fall under the Building Code but must meet requirements of Watermain Commissioning Protocol) that will be connected to the City's water system. All required sampling activities. | \$60.00/hour | minimum 4 hours | \$62.40/hour | minimum 4 hours |
| Water | Laboratory Analysis of Water Samples required under commissioning plans | Analysis of all samples required under the commissioning plans (water service 100mm+ or private watermains). | \$35.00/sample | - | \$36.04/sample | - |
| Water | Oversee Final Connections (private watermain or service) | Time for an Operator-in-Charge to review the watermain/service connection plan to establish flush and sample points and to directly oversee the connection, in accordance with the City's Watermain Commissioning Protocol and with the Provincial Watermain Disinfection Procedure. | \$60.00/hour | minimum 4 hours | \$62.40/hour | minimum 4 hours |
| Water | Development flushing | Flushing fees for maintaining water quality in active development with not enough demand. This would be part of the Subdivision flushing agreement to maintain water quality. | | minimum 1 hour, minimum 5 cubic metres per event | | minimum 1 hour, minimum 5 cubic metres per event |
| Water/Sewer/Storm | Inspection of water service and/or sewer lateral install. | When outside contractors perform new installation of water service and/or sewer lateral our fee for the inspection. (hourly rate) | \$60.00/hour | minimum 4 hours | \$62.40/hour | minimum 4 hours |

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|--|--|--------------------------------------|--|---|---|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| Water/Sewer/Storm | Inspection of water service and/or sewer lateral install. (after hours/emergency) | When outside contractors perform new installation of water service and/or sewer lateral our fee for the inspection, and the inspection is outside normal operating hours. (hourly afterhours rate - emergency call out is 4 hour minimum) | \$120.00/hour | emergency call out - 4 hour minimum \$404.00 | \$124.80/hour | emergency call out - 4 hour minimum \$499.20 |
| Water/Sewer/Storm | Inspection of service disconnect | When outside contractors perform a disconnect of water service and/or sewer lateral our fee for the inspection. (hourly rate) | \$60.00/hour | minimum 4 hours | \$62.40/hour | minimum 4 hours |
| Water/Sewer/Storm | Inspection of service disconnect (After hours/emergency) | When outside contractors perform a disconnect of water service and/or sewer lateral our fee for the inspection, and the inspection is outside normal operating hours. (emergency call out is a 4 hour minimum) | \$120/hour | emergency call out - 4 hour minimum \$404.00 | \$124.80/hour | emergency call out - 4 hour minimum \$499.20 |
| Water/Sewer/Storm | Review of Form 1, Form SS1 (or equivalent) for watermains, sanitary sewers and/or storm sewers | Review to ensure the Form 1, Form SS1, or equivalent, submitted to the City for watermains, sanitary sewers and/or storm sewers that will connect to the City's water system, wastewater collection system and/or stormwater system, are in compliance with the requirements of the City's Drinking Water Works Permit and/or the City's Consolidated Linear Infrastructure Environmental Compliance Approval. | \$72.00 | itted in one package, wil | \$75.00 | One fee for each form (i.e. if submit for water, sani and storm - 3 fees) for initial review. If all 3 forms submitted in one package, will only charge 2 fees. One "free" resubmission with required edits, fee applies again to any additional edits. |

Notes:

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|------|-------------|--------------------------------------|------------------|---|------------------------------|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |

1. The Municipal Consent permit is applicable for all occupancy within the road allowance and on City property.
2. All works taking place on private property must have proper permitting from the City's Building Department. A Municipal Consent permit for servicing will only be issued upon approved permits from the Building Department.
3. All service installations within the right of way (Water, Sanitary, Storm) must be witnessed by the City's Engineering & Operations Department. Please contact the City at 905-835-2900 ext. 233 to arrange an inspection.
4. All private service connections at the property line must be witnessed by the City's Building Department. Please contact the City's Building Division at 905-835-2900 ext. 229 to arrange an inspection.
5. Operations hours are 7:00am to 3:00pm from the first Monday in May to the third Friday in September and 8:00am to 4:00pm outside of the listed dates.
6. All fees and charges listed are exclusive of any applicable taxes.
7. * Not for Profit is half of the cost.

APPENDIX B: Schedule B - Dog Licensing

| Dog Licensing ** | 2023 Fee | 2024 Proposed Fee |
|---|-----------------|--------------------------|
| 1. Early purchase discount rate on or before March 15th of each year: | | |
| Licence, Neutered/Spayed dog* | \$16.00 | \$18.00 |
| Licence, Un-Neutered/Un-Spayed dog | \$30.00 | \$33.00 |
| Vicious Dog | \$113.00 | \$124.00 |
| 2. After March 15th of each year where sections 3 and 4 of this Schedule are not applicable: | | |
| Licence, Neutered/Spayed dog* | \$30.00 | \$33.00 |
| Licence, Un-Neutered/Un-Spayed dog | \$41.00 | \$45.00 |
| Vicious Dog | \$113.00 | \$124.00 |
| 3. Replacement Tag – verification of original tag purchase required | | |
| | \$5.00 | \$6.00 |
| 4. Application for Hearing – non refundable | | |
| | \$210.00 | \$231.00 |
| Kennel Licensing | | |
| Kennel License | \$92.00 | \$101.00 |

Notes:

* Proof is required

** No HST is applicable

APPENDIX C: Schedule C - Fire and Emergency

*All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.
Administrative Fee of \$50.00 to be charged to all invoices.*

| Emergency Response | 2023 Fee | 2024 Proposed Fee |
|---|--|--|
| * Nuisance false alarms and nuisance deployments: First false alarm in any calendar year | Nil | Nil |
| * Nuisance false alarms and nuisance deployments: Subsequent false alarms in calendar year | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |
| Billing for firefighting services using a third party, as necessary. | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |
| Failure to Extinguish Open Air Burning (liable for costs under Section 2.5 By-Law 6280/106/15). Owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation. | Actual Costs | Actual Costs |
| Hourly Rate of Personnel | Current | Current |

| *Motor vehicle accident/vehicle fire and providing firefighting or other emergency services to a non-resident: | | |
|--|--|--|
| a) * For the first hour or any part thereof | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |
| b) * For each additional one half hour or part thereof | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |

Note: MTO Rates are applicable to residents when Fire Department services are provided on Hwy. No's 3, 58 and 140.

APPENDIX C: Schedule C - Fire and Emergency

*All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.
Administrative Fee of \$50.00 to be charged to all invoices.*

| | | |
|---|--------------|--------------|
| Response to fires on or beside rail lines caused by Railway Company - owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation. | Actual Costs | Actual Costs |
|---|--------------|--------------|

***For attending a natural gas incident**

| | | |
|--|--|--|
| a) * For the first hour or any part thereof | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |
| b) * For each additional one half hour or part thereof | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |

| | | |
|--|--------------|--------------|
| Extraordinary expenses - Owner responsible for any and all additional expenses that the Fire Chief or Deputy Fire Chief determines-to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation. | Actual Costs | Actual Costs |
|--|--------------|--------------|

***For responding to non-emergency requests**

| | | |
|--|--|--|
| a) * For the first hour or any part thereof | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |
| b) * For each additional one half hour or part thereof | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |

APPENDIX C: Schedule C - Fire and Emergency

All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.

Administrative Fee of \$50.00 to be charged to all invoices.

| Fire Prevention | 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
|---|--------------------------------|---|
| Commercial (GROUP A, D&E OCCUPANCY) | | |
| Refreshment Vehicle | \$137.63 | \$151.00 |
| Inspect base building, less than 3,000 sq. ft. (gross area) | \$275.27 | \$303.00 |
| - Plus inspect each additional 3,000 sq. ft. | \$137.63 | \$151.00 |
| - Plus inspect each suite in addition to base building | \$27.53 | \$30.00 |
| Day Care: Home Day Cares with less than 5 children | \$82.58 | \$91.00 |
| Day Care: Licenced Day Cares with occupant load of 40 or less | \$165.16 | \$182.00 |
| Day Care: Licenced Day Cares with occupant load of more than 40 | \$275.27 | \$303.00 |
| Repeat follow-up inspections on a violation | \$82.58 | \$91.00 |
| Institutional (GROUP B) or Residential (GROUP C containing a Care Facility) | | |
| Inspect base building, less than 3,000 sq. ft. (gross area) | \$302.79 | \$333.00 |
| - Plus inspect each additional 3,000 sq. ft. | \$137.63 | \$151.00 |
| - Plus each dwelling/unit/sleeping room in addition to base building | \$11.01 | \$12.00 |
| Repeat follow-up inspections on a violation | \$82.58 | \$91.00 |
| Residential (GROUP C, Not Including Care Facilities) (includes Hotels, Motels, Apartments and Bed and Breakfast) | | |
| Small building – 3,000 sq. ft. or less – containing single dwelling units | \$82.58 | \$91.00 |
| Small building – 3,000 sq. ft. or less – containing two dwelling units | \$330.32 | \$363.00 |
| Large building – more than 3,000 sq. ft. OR contains | | |
| - 3 to 5 dwelling units/suites of residential occupancy | \$550.54 | \$606.00 |
| - 6 to 18 dwelling units/suites of residential occupancy | \$825.80 | \$908.00 |
| - More than 18 dwelling units/suites of residential occupancy | \$1,651.61 | \$1,817.00 |
| Repeat follow-up inspections on a violation | \$82.58 | \$91.00 |
| Bed and Breakfast – up to four (4) sleeping rooms | \$302.79 | \$333.00 |

APPENDIX C: Schedule C - Fire and Emergency

All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.

Administrative Fee of \$50.00 to be charged to all invoices.

| Industrial (GROUP F OCCUPANCY) | | |
|---|----------|----------|
| Inspect base building, less than 3,000 sq. ft. (gross area) | \$192.69 | \$212.00 |
| Plus inspect each additional 3,000 sq. ft. | \$82.58 | \$91.00 |
| Plus inspect each suite in addition to base building | \$27.53 | \$30.00 |
| Repeat follow-up inspections on a violation | \$82.58 | \$91.00 |

| Miscellaneous Inspections/Application Reviews/Permits | | |
|--|--------------------|--------------------|
| Open Air Burning Site Inspection and Clearance | \$82.58 | \$91.00 |
| Fireworks Vendor-Site Inspection | \$82.58 | \$91.00 |
| Propane Licence Application Review (Basic) | \$103.00 | \$113.00 |
| Propane Licence Application Review (Complex) | \$66.06/hour | \$73.00/hour |
| Marijuana Grow-Op/Drug Lab Compliance Inspection | \$275.27 | \$303.00 |
| Review of Site Plans | \$66.06/hour | \$73.00/hour |
| Sale of Consumer Fireworks Vendor Permit | \$110.11/annually | \$121.00/annually |
| Display Fireworks Discharge Permit | \$165.16/per event | \$182.00/per event |

| Fire Department Assistance | 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
|-----------------------------------|--------------------------------|---|
| Fire Watch | \$66.06/hour | \$73.00/hour |
| Securing Buildings | \$66.06/hour | \$73.00/hour |
| Fire Prevention Assistance | \$66.06/hour | \$73.00/hour |
| Training Assistance | \$66.06/hour | \$73.00/hour |

| File Reports and File Searches | 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
|---|--------------------------------|---|
| File Search/File Reports - Environmental Issues | \$275.27 | \$303.00 |
| File Search/File Reports - Information | \$192.69 | \$212.00 |
| Letters and Produce Incident Reports to Insurance Companies | \$192.69 | \$212.00 |
| LLBO - Letters of Compliance | \$192.69 | \$212.00 |

APPENDIX C: Schedule C - Fire and Emergency

All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.

Administrative Fee of \$50.00 to be charged to all invoices.

| Smoke and Carbon Monoxide Alarm Installations | 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
|---|--------------------------------|---|
| Installation of Smoke Alarm | \$13.28 each | \$30.00 each |
| Installation of Plug-In Carbon Monoxide Alarm | \$26.55 each | \$40.00 each |
| Installation of Combination Alarm | \$30.98 each | \$50.00 each |
| Installation of Wireless Interconnected Smoke Alarm | New | \$65.00 each |
| Installation of Wireless Interconnected Combination Alarm | New | \$100.00 each |

| Fire Department Services | 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
|---------------------------------|--------------------------------|---|
| Refilling of Air Cylinders | \$13.21 each | \$15.00 each |
| Fire Extinguisher Rentals | \$11.01 each | \$12.00 each |
| Photographs | \$5.51 each | \$6.00 each |
| I.D. Photos | \$11.01 each | \$12.00 each |
| Meeting Room Rental* | \$110.11 daily | \$150.00 daily |
| 911 Sign Installation | \$110.11 daily | \$121.00 daily |
| 911 Sign Replacement | \$55.05 each | \$61.00 each |
| Emily Sign Installation | \$108.79 daily | \$120.00 daily |

*Includes applicable User Group Liability Insurance premium

APPENDIX D: Schedule D - Vale Health and Wellness Centre

| Arena | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|-------------|--|---|
| Prime and Non-Niagara Rate* (Based on average of Niagara municipal ice rates at time rates approved) | Per hour | \$223.36 | \$226.00 |
| Non-Prime* (Based on average of Niagara municipal ice rates at time rates approved) | Per hour | \$136.28 | \$223.00 |
| Junior B - Hockey Game (Based on Average of Adult and Youth Prime) | Per hour | \$185.84 | \$188.00 |
| Minor Sports & School Prime (Based on average of Niagara municipal ice rates at time rates approved) | Per hour | \$146.90 | \$148.00 |
| Minor Sports (including Junior B) Non-Prime (Based on average of Niagara municipal ice rates at time rates approved) | Per hour | \$88.50 | \$95.00 |
| School Non-Prime (Based on 50% of Minor Sports Prime rate) | Per hour | \$69.02 | \$74.00 |
| Individual Training (half ice) Non-Prime* (Per player w/one coach; Available non-prime time only; Based on 50% of Minor Sports) | Per hour | \$75.22 | \$78.00 |
| Last Minute Ice Prime* (Same Day Ice) (Based on 75% of Prime) | Per hour | N/A | \$175.00 |
| Last Minute Ice Non-Prime* (Same Day Ice) (Based on 75% of Non-Prime) | Per hour | N/A | \$105.00 |

- Leagues are charged the rate in effect at the time their ice rental agreement are made for the duration of the agreement.

- "Term" references ice hours booked regardless of usage. Per hour references 50 minutes allowing 10 minutes for a flood.

- Prime is anytime not denoted as Non-Prime.

- Non-Prime is weekdays before 5pm and after 9pm. Minor sports refers to youth sports associations and training with atleast one coach. The default age of a youth is 18 and under, unless defined otherwise by a Canadian sports association to which the renting association/club/orgnaization is governed.

- All fees are plus insurance unless insurance is otherwise provided.

*Includes applicable User Group Liability Insurance premium

APPENDIX D: Schedule D - Vale Health and Wellness Centre

| Family and Public Ice Skating | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|-------------|--------------------------------------|--|
| Students | Per session | \$3.54 | \$3.54 |
| Adults | Per session | \$4.42 | \$4.42 |
| Seniors | Per session | \$3.54 | \$3.54 |
| Seniors Pay-As-You-Play | Per session | \$4.42 | \$4.42 |
| Pay-As-You-Play | Per session | \$4.42 | \$4.42 |
| Stick and Puck (Adult and 1 child) | Per session | \$4.42 | \$4.42 |
| Stick and Puck (Each additional child) | Per session | \$3.54 | \$3.54 |
| Tots and Adults | Per session | \$4.42 | \$4.42 |
| Public Skate Group Pass (Max 5 people. Min 1 adult 18+) | Per session | \$10.62 | \$10.62 |

| Summer Arena Floor/Facility Rental (No Ice)* | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|----------|--------------------------------------|--|
| Rink 2 – Floor ** (Non-Profit; Youth Sport Groups) | Per hour | \$57.52 | \$60.54 |
| Rink 2 – Floor** (Adult Sport Group; Commercial – Trade Show/Event) | Per hour | \$85.84 | \$88.86 |

*Does not include associated staging and removal costs and access to the Golden Puck Community Room

**Includes applicable User Group Liability Insurance

| Golden Puck Community Room (GPCR) (Includes 2 6ft tables and 12 chairs) | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|--------|--------------------------------------|--|
| For Profit/Commercial Use (Full Room)** | Daily | \$336.28 | \$341.00 |
| | Hourly | \$73.45 | \$78.00 |
| Not for Profit/Community Groups (Full Room)** | Daily | \$168.14 | \$172.00 |
| | Hourly | \$39.82 | \$44.00 |
| For Profit/Commercial Use (Half Room)** | Daily | \$168.14 | \$172.00 |
| | Hourly | \$36.28 | \$41.00 |
| Not for Profit/Community Groups (Half Room)** | Daily | \$84.07 | \$88.00 |
| | Hourly | \$19.47 | \$24.00 |

*Tournaments and Trade Shows will have access with floor/facility booking at negotiated rates

**Includes applicable User Group Liability Insurance

APPENDIX D: Schedule D - Vale Health and Wellness Centre

| Other Rates | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|------------|---|--|
| Upper or Lower Lobby** Not for Profit/Community Group | Hourly | \$20.35 | \$23.05 |
| Upper or Lower Lobby** For Profit/Commercial | Hourly | \$36.28 | \$38.98 |
| Dressing Room (special events/tournaments) | Each/Daily | \$36.28 | \$36.28 |
| Swipe Card (Replacement) | Each | \$13.27 | \$13.27 |
| Keys (Additional) | Each | \$13.27 | \$13.27 |
| Power Cart & Hydro | Each | \$19.47 | \$19.47 |

**Includes applicable User Group Liability Insurance premium

| Staffing | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|----------|---|--|
| Assistant Arena Attendant Chargeback (Trade shows, tournaments, large scale events, etc.) | Per hour | \$7.08 | \$7.08 |

APPENDIX E: Schedule E - Parks and Pavilions

| Park Pavilions | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|---------------------|--------------------------------------|---|
| Pavilion – Large* | Per Booking Per Day | \$41.59 | \$68.59 |
| Pavilion – Small* | Per Booking Per Day | \$35.39 | \$62.39 |
| Bandshell | Per Booking Per Day | \$59.29 | \$59.29 |
| Hydro | Per Booking Per Day | \$6.19 | \$6.19 |
| Washroom Rental Rate (non-public, after hours before Labour Day Weekend or after Thanksgiving) | Per Booking Per Day | \$53.10 | \$53.10 |
| Park Permit (events) Note: Park permit does not include pavilion fee | Per Booking Per Day | \$88.50 | \$88.50 |

*Includes applicable User Group Liability Insurance premium

APPENDIX F: Schedule F - Playing Fields and Sport Courts

| Playing Fields and Sport Courts | Unit | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|--|-----------------------------------|--|
| Soccer Fields – Youth* | Per game (2 hours) | \$8.85 | \$10.36 |
| Soccer Fields – Youth Tournament** | Per field/Per hour | \$8.85 | \$8.85 |
| Soccer Fields – Adult* | Per game (2 hours) | \$63.71 | \$65.22 |
| Soccer Fields – Adult Tournament** | Per field/Per hour | \$30.97 | \$30.97 |
| Baseball/Softball Diamonds – Youth* | Per game (2 hours) | \$8.85 | \$10.36 |
| Baseball/Softball Diamonds – Youth Tournament** | Per field/Per hour | \$8.85 | \$8.85 |
| Baseball/Softball Diamonds – Adult* | Per game (2 hours) | \$63.71 | \$65.22 |
| Baseball/Softball Diamonds – Adult Tournament** | Per field/Per hour | \$30.97 | \$30.97 |
| Lighting (soccer field or baseball/softball diamond) | Add/Per field | \$17.70 | \$17.70 |
| Lining (soccer field or baseball/softball diamond) | Add/Per field | \$17.70 | \$17.70 |
| Floating | Add/Per field | \$17.70 | \$17.70 |
| Tennis Courts* (Cedar Bay Centennial or West Side Tennis Courts) | Per court/Per hour | \$4.52 | \$6.03 |
| Volleyball Courts*** (Cedar Bay Centennial Park) | Per court/Per hour | \$11.50 | \$13.01 |
| Horse Paddock Skateboard & BMX Park | Sanctioned OR Un-Sanctioned Competitions terms to be negotiated. | | |

*Includes applicable User Group Liability Insurance premium

**Plus applicable tournament insurance premium (please contact)

***Tournaments on request

APPENDIX G: Schedule G - Beaches

| Nickel Beach | | | |
|-----------------------------------|---|--|---|
| Pass/Permit Type | Classification | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
| <i>Zone 1 Reserved Daily Pass</i> | Weekday (Monday-Thursday) | \$40.00 | \$40.00 |
| | Weekend (Friday-Sunday) | \$50.00 | \$50.00 |
| <i>Zone 2 Reserved Daily Pass</i> | Weekday (Monday-Thursday) | N/A | \$25.00 |
| | Weekend (Friday-Sunday) | N/A | \$35.00 |
| <i>Zone 2 General Daily Pass</i> | Weekday (Monday-Thursday) | \$20.00 | \$20.00 |
| | Weekend (Friday-Sunday) | \$30.00 | \$30.00 |
| <i>Zone 3 Overflow Daily Pass</i> | Weekday (Monday-Thursday) | \$20.00 | \$20.00 |
| | Weekend (Friday-Sunday) | \$30.00 | \$30.00 |
| <i>Season Passes</i> | PORTicipate Pass (Port Colborne Residents Only) | FREE | FREE |
| | Gold Pass (Zone 2 General, Monday-Thursday) | \$150.00 | \$150.00 |
| | Platinum Pass (Zone 2 Reserved, 7 days/week) | \$350.00 | \$350.00 |

| Centennial – Cedar Bay Beach | | | |
|-------------------------------------|---------------------------|--|---|
| Pass/Permit Type | Classification | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
| <i>Daily Pass (Per vehicle)</i> | Weekday (Monday-Thursday) | \$20.00 | \$20.00 |
| | Weekend (Friday-Sunday) | \$30.00 | \$30.00 |

| Beach Fines | | | |
|--|--|----------|----------|
| Wreckless Driving/Environmental Impact | | \$250.00 | \$250.00 |
| Prohibited Items | | \$75.00 | \$75.00 |
| Unauthorized use/transfer of day passes or seasonal passes | | \$75.00 | \$75.00 |
| Open Alcohol | | \$75.00 | \$75.00 |

APPENDIX H : Schedule H - Roselawn Centre

| Roselawn Centre (Rental rates are based on a 6 hour event use.) | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|------------|-----------------------------------|--|
| President's Room Rental (no alcohol)* | | \$300.00 | \$327.00 |
| President's Room Rental (with alcohol)* | | \$300.00 | \$354.00 |
| Roselawn – All Rooms (no alcohol)* | | \$570.00 | \$597.00 |
| Roselawn – All Rooms (with alcohol)* | | \$570.00 | \$624.00 |
| Daily Dishwasher Fee (Dish rental) | | \$50.00 | \$50.00 |
| Table Linens | Per table | \$5.50 | \$5.50 |
| Linen Napkins | Per napkin | \$2.50 | \$2.50 |
| Cruiser Tables | Per table | \$2.60 | \$2.60 |
| Outdoor Garden (Tents, tables and chairs are not supplied) | | \$198.00 | \$198.00 |
| Door Open Fee (plus staff time) (Wedding Pictures, Event Set-up, etc.) | | \$55.00 | \$55.00 |

*Includes applicable User Group Liability Insurance premium

APPENDIX I: Schedule I - Sugarloaf Marina

| Seasonal Dock Rates | | |
|--|--|--|
| Docking Options | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Boats 16 - 19 ft (unserviced) | \$52.50/ft | \$57.75/ft |
| Boats 20 - 26 ft (optional service) | \$63.85/ft | \$70.00/ft |
| Boats 27 - 34 ft (serviced) | \$75.25/ft | \$82.77/ft |
| Boats 35 - 60 ft (serviced) | \$78.65/ft | \$86.51/ft |
| Power Options | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Use of 15A/110V Power | \$100.00 | \$110.00 |
| Use of 30 Amp shore power | \$265.00 | \$291.50 |
| Second Boat (Must be owned by same owner with valid proof of insurance.) | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| On J Run (16 ft dock) | \$265.00 | \$291.50 |
| On Dock #3 (17 ft dock) | \$290.00 | \$319.00 |
| Discounted Rates | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Early Bird Discount - Based on payment in full for winter storage fees by September 1, and summer launch/mooring fees by February 15 annually. | 5% of applicable rates | 5% of applicable rates |
| Tournament/Regatta Discount (Only with proof of registration) | 40% of applicable rates | 40% of applicable rates |
| First time seasonal customer incentive (One time only, paid in full by February 15) | 20% of seasonal rate | 10% of seasonal rate |
| Same Slip/Non Designated Space Discount * | 50% of 1st dock fee | 50% of 1st dock fee |

* Only available for use directly beside oversized vessels or non-designated docking spaces. Must be preapproved by marina management. Must be same owner.

APPENDIX I: Schedule I - Sugarloaf Marina

| Transient & Boat Ramp Rates | | |
|--|--|--|
| Transient Rates (per foot) | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Daily | \$2.25 | \$2.47 |
| Canal Days Daily Rates (Monday-Monday) | \$3.75 | \$4.12 |
| Weekly | \$12.50 | \$13.75 |
| Monthly | \$30.50 | \$33.55 |
| Launch Ramp Rates | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Daily Launch Pass | \$20.00 | \$20.00 |
| Seasonal Pass | \$125.00 | \$125.00 |
| **Non-Display Fine - Missing Ramp Pass | \$35.39 | \$35.39 |

** Customer is still subject to the By-Law Parking Enforcement Fine as well

| Miscellaneous Fees | | |
|---|--|--|
| Additional Fees | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Seasonal Dock Box Rental (Limited Availability) | \$100.00 | \$110.00 |
| Workplace Passport (Based on satisfaction of all required registration documents) | \$250.00 | \$265.00 |
| Non Registered Boat Fee (Daily) *** | \$1.50/ft | \$1.65/ft |
| Missed appointment/unprepared Fee**** | \$125.00 | \$125.00 |
| Administrative/Cancellation Fee | \$25.00 | \$25.00 |
| Dock Hold Deposit (To hold same space for following season) | 20% of current dock rate | 20% of current dock rate |
| Interest Charges - Balances owing (Monthly) | 1.25% | 1.25% |

*** For any boat found in a slip or storage that is without proper registration with marina office or has balances owing. Based on dock or boat LOA, whichever is greater.

**** Applied to customers who are not prepared at time of scheduled service appointments, or miss scheduled appointment times without prior confirmation.

APPENDIX I: Schedule I - Sugarloaf Marina

| Storage and Boat Yard Rates | | | | |
|---|--|---------------------------------|--|---------------------------------|
| Winter Storage - All Inclusive (Includes fall haul out, powerwash*, blocking/cradle setup, and spring launch) | 2023 Fee (plus HST as applicable) | | 2024 Fee (plus HST as applicable) | |
| | \$3.85/ sq. ft | \$925 minimum fee | \$4.23/ sq. ft | \$925 minimum fee |
| Winter Storage - Trailerable Only (Own trailer, no marina services) | 2023 Fee (plus HST as applicable) | | 2024 Fee (plus HST as applicable) | |
| | \$2.63/ sq. ft | \$500 minimum fee | \$2.89/ sq. ft | \$500 minimum fee |
| Winter Storage - Non Seasonal Boater | 2023 Fee (plus HST as applicable) | | 2024 Fee (plus HST as applicable) | |
| | \$5.75/ sq. ft | | \$6.00/ sq. ft | |
| Summer Storage | 2023 Fee (plus HST as applicable) | | 2024 Fee (plus HST as applicable) | |
| Seasonal (April 15-October 15) | \$5.75/ sq. ft | \$500 minimum fee | \$6.03/ sq. ft | \$500 minimum fee |
| Monthly | \$1.02/ sq. ft | | \$1.07/ sq. ft | |
| Weekly | \$0.26/ sq. ft | | \$0.27/ sq. ft | |
| Boat Handling & Yard Fees | 2023 Fee (plus HST as applicable) | | 2024 Fee (plus HST as applicable) | |
| | Seasonal Slip Holder*** | Non-Seasonal Slip Holder | Seasonal Slip Holder*** | Non-Seasonal Slip Holder |
| Travel Lift (Haul Out/Launch) Minimum \$225 charge | \$9.70/ft | \$10.90/ft | \$10.18/ft | \$10.90/ft |
| Travel Lift (per hour after first hour) | \$80.00/hr | \$100.00/hr | \$80.00/hr | \$100.00/hr |
| Block & Stand Rental (per season) | \$5.75/ft | \$6.90/ft | \$5.75/ft | \$6.90/ft |
| Power Washing Hull Bottom** | \$2.75/ft | \$3.15/ft | \$2.75/ft | \$3.15/ft |
| Yard Equipment Fee | \$ 125/hr | \$ 145/hr | \$ 125/hr | \$ 145/hr |
| Yard Labour Fee | \$ 80/hr | \$ 100/hr | \$ 80/hr | \$ 100/hr |
| Mast Stepping - Length Overall (LOA) | \$ 4.15/ft | \$ 6.40/ft | \$ 4.15/ft | \$ 6.40/ft |
| Mast Storage (per season) - Length Overall (LOA) | \$ 1.81/ft | \$ 3.45/ft | \$ 1.81/ft | \$ 3.45/ft |
| Trailer/Cradle Storage (per season) | \$115.00 | \$200.00 | \$115.00 | \$200.00 |
| Pump-out (Transients) | N/A | \$15.00 | N/A | \$15.00 |

* Based on payment in full prior to haul out.

** Powerwash only free for boats with anti-fouling paint on hull. Oversized boats (>42 ft in length), or non anti-fouling on hull may result in applicable extra charges.

*** Based on payment in full for dockage during current season.

APPENDIX I: Schedule I - Sugarloaf Marina

| Marina Pavilion Rates** | | | |
|--|-----------------|--|--|
| Organization | | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| | | Flat Rate | Flat Rate* |
| Event with 1 to 100 participants with no alcohol | Seasonal boater | \$200.00 | \$254.00 |
| | General Public | \$375.00 | \$429.00 |
| Event with 1 to 100 participants with alcohol | Seasonal boater | \$200.00 | \$335.00 |
| | General Public | \$375.00 | \$510.00 |
| Event with 101 to 250 participants with no alcohol | Seasonal boater | \$200.00 | \$308.00 |
| | General Public | \$375.00 | \$483.00 |
| Event with 101 to 250 participants with alcohol | Seasonal boater | \$200.00 | \$443.00 |
| | General Public | \$375.00 | \$618.00 |
| Additional charges: | | Flat Rate | Flat Rate |
| Clean-up fee is charged | | \$30.00 | \$30.00 |
| Damage deposit (refundable w/o damage to property) | | \$200.00 | \$200.00 |
| Chairs (per chair) | | \$5.75 | \$5.75 |
| Tables (per table) | | \$13.00 | \$13.00 |

*Includes applicable User Group Liability Insurance

| Non-Motorized Recreation Rental Fees | | |
|---|--|--|
| Rates | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Kayak | \$13.27/hr | \$13.27/hr |
| Stand Up Paddleboard (SUP) or Canoe | \$17.69/hr | \$17.69/hr |
| Refundable Security Deposit | \$100.00 | \$100.00 |
| Children under 13 years of age | FREE with Adult Purchase | FREE with Adult Purchase |
| PORTicipate Pass/Seasonal Slip Holder Fee | 50% of all applicable fees | 50% of all applicable fees |
| Punch Pass (15 hours) | \$125.00 | \$125.00 |

APPENDIX J: Schedule J - Procedures for Tax Registration and Tax Sales

Whereas Section 385 of the *Municipal Act, 2001* provides that a municipality may fix a scale of costs to be charged as reasonable costs of proceedings under Part XI of said Act, the scale of costs per property shall be as follows:

| Procedure | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|--|---|
| Tax Registration (per address) | Actual Cost for 3 rd Party Services | Actual Cost for 3 rd Party Services |
| Tax Sale (per address) | Actual Cost for 3 rd Party Services | Actual Cost for 3 rd Party Services |
| Administration Processing Fee | \$500.00 | \$520.00 |
| Extension Agreement Prepare Extension Agreement and present to Council for consideration | \$275.00 | \$286.00 |
| Other direct incidental costs: Costs for other direct incidental items not considered above to be established as incurred based on invoice cost, plus ten percent (10% Administration Fee). | | |

APPENDIX K: Schedule K - Corporate Services

| Service | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|---|--|
| Tax Arrears Certificate (includes water arrears) | \$50.00 | \$52.00 |
| Paper Copy - Tax Inquiry / Water Inquiry Returned | \$7.00 | \$7.00 |
| Cheque Charge | \$35.00 | \$35.00 |
| New Account Fee - Ownership Change | \$50.00 | \$52.00 |
| New Account Fee - New Roll Creation | \$50.00 | \$52.00 |
| New Account Fee - Water | \$50.00 | \$52.00 |
| Transfers to Tax for Over Due Accounts | \$50.00 | \$52.00 |
| POA Add to Tax Administration Fee | \$50.00 | \$52.00 |
| Administration Fee Accounts Sent to Collections | \$50.00 | \$52.00 |
| Marriage License | \$125.00 | \$130.00 |
| Civil Ceremony held at City Hall* (during regular business hours) | NEW | \$250.00 |
| Civil Ceremony held at City Hall* (outside of regular business hours) | NEW | \$300.00 |
| Civil Ceremony held at location other than City Hall* | NEW | \$350.00 plus mileage at City rate |
| Commissioner for Taking Affidavits (including HST)** | \$15.00 | \$20.00 |
| Death Registrations | \$20.00 | \$25.00 |
| Photocopying (per page) | \$0.25 | \$0.25 |

* \$100.00 non-refundable fee due upon initial consultation with the officiant

APPENDIX L: Schedule L - Port Colborne Historical and Marine Museum

| Museum | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|---|--|--|
| Retrieval Fees: Artifact/ Photograph - (Appointment Required) | Per item | \$20.00 | \$20.00 |
| Tours: Group Tours (Minimum 5 people) School Tours Off Site Tours – Cemetery, West St Humberstone, etc. | Per person Per student Per person | \$5.00 \$5.00 \$5.00 | \$5.00 \$5.00 \$5.00 |
| Admission Fees: Museum & Village Canal Days Christmas Festival | | Donation Box Sponsored By Donation | Donation Box Sponsored By Donation |
| Membership Fees: Students/Seniors (60+) Individual Family Life Patron Sustaining (Corporate) | | \$5.00 \$8.00 \$10.00 \$100.00 By Donation | \$5.00 \$8.00 \$10.00 \$100.00 By Donation |

APPENDIX M: Schedule M - L.R. Wilson Heritage Research Archives

| Archives | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|-----------|--------------------------------------|---|
| Research Fees: | | | |
| (The following applies to research conducted by Museum staff for others.) | | | |
| Commercial Use | Per hour | \$60.00 | \$60.00 |
| Personal Use | Per hour | \$20.00 | \$20.00 |
| Student Use | Per hour | \$10.00 | \$10.00 |
| Unassisted Research | | By Donation | By Donation |
| Retrieval Fees: | | | |
| Artifact/ Photograph - (Appointment Required) | Per item | \$20.00 | \$20.00 |
| Photo Reproduction Fees: | | | |
| Copyright Restrictions Apply and a Reproduction Agreement must be signed | | | |
| Commercial Use | Per image | \$50.00 | \$50.00 |
| Personal Use | Per image | \$30.00 | \$30.00 |
| Publication (print, digital) | Per image | \$100.00 | \$100.00 |
| Photocopies: | | | |
| *Copyright Restrictions Apply | | | |
| Black & White 8 x 10 copy paper | Per copy | \$0.25 | \$0.25 |
| Black & White > 8 x 10 copy paper | Per copy | \$0.50 | \$0.50 |
| Colour Copy | Per page | \$1.00 | \$1.00 |
| (Retrieval fees may apply) | | | |
| Rental Fees for MacDonald Conference Hall:* | | | |
| Daily Rental up to 8 hours (Requires signed contract) | Daily | \$120.00 | \$150.00 |

*Includes applicable User Group Liability Insurance premium

APPENDIX N: Schedule N - By-Law Enforcement

| Miscellaneous Fees | | |
|--|-----------------|--------------------------|
| Schedule of Fees | 2023 Fee | 2024 Proposed Fee |
| Fence By-Law | | |
| Fence Variance (non-refundable) | \$521.00 | \$573.00 |
| Fence By-Law Order to Comply – application fee | \$235.00 | \$259.00 |
| Boulevard and of Snow Removal By-Law | | |
| Snow clearing - per meter | \$12.00 | \$13.00 |
| Snow and Ice Removal By-Law Order to Comply – application fee | \$227.00 | \$250.00 |
| Regulate Noise By-Law | | |
| Noise Variance – Private function taking place on private property | \$173.00 | \$190.00 |
| Noise Variance – Private function taking place on City | \$115.00 | \$127.00 |
| On Street Parking Permits | | |
| Initial Fee (per vehicle) | \$31.00 | \$34.00 |
| Replacement Fee (per vehicle) | \$47.00 | \$52.00 |
| Fail to display permit prominently | \$31.00 | \$34.00 |
| Park without permit | \$58.00 | \$64.00 |
| Encroachment Agreements | | |
| Application | \$397.00 | \$437.00 |
| Annual | \$113.00 | \$124.00 |
| Discharge of Firearm | | |
| Discharge of Firearm Variance | \$107.00 | \$118.00 |

| Maintenance of Property and Land(Lot Maintenance By-law) | | |
|---|--|---|
| Schedule of Fees | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
| Re-inspection fee* | \$110.00 | \$121.00 |
| Minimum maintenance fee | \$198.00 | \$218.00 |
| Administration fee | Add 15% | Add 15% |
| Mailing fee | \$31.00 | \$34.00 |
| *Re-inspection fee is payable where violation still exists. | | |

APPENDIX N: Schedule N - By-Law Enforcement

| Cutting Grasses and Weeds(Lot Maintenance By-law) | | |
|--|-----------------|--------------------------|
| Lot Size | 2023 Fee | 2024 Proposed Fee |
| 1 to 7,500 square feet | Actual Costs | Actual Costs |
| 7,501 to 15,000 square feet | Actual Costs | Actual Costs |
| 15,001 to 30,000 square feet | Actual Costs | Actual Costs |
| 30,000 square feet to 1 acre | Actual Costs | Actual Costs |
| > 1 acre to 1.5 acres | Actual Costs | Actual Costs |
| > 1.5 acres to 2 acres | Actual Costs | Actual Costs |
| Each additional acre | Actual Costs | Actual Costs |

| Erection and Maintenance of Signs and Other Advertising Devices (Sign By-law) | | | | |
|--|---------------------------------|------------------|-----------------|--------------------------|
| Sign Type | Size | Term | 2023 Fee | 2024 Proposed Fee |
| Awning | Each | | \$58.00 | \$64.00 |
| Banner | Not exceeding 6.7 square meters | Per 15 days | \$17.00 | \$19.00 |
| Banner | Exceeding 6.7 square meters | Per 15 days | \$36.00 | \$40.00 |
| Billboard | Maximum 50 square meters | Per square meter | \$6.00 | \$7.00 |
| Facia | Maximum 15 square meters | Per square meter | \$6.00 | \$7.00 |
| Ground | Maximum 10 square meters | | \$58.00 | \$64.00 |
| Mall | | Per square meter | \$6.00 | \$7.00 |
| Pole / Pylon | Maximum 20 square meters | Per square meter | \$6.00 | \$7.00 |
| Portable | Maximum 9 square meters | Per 15 days | \$17.00 | \$19.00 |
| Projecting | Maximum 10 square meters | | \$58.00 | \$64.00 |
| Roof | Maximum 50 square meters | Per square meter | \$6.00 | \$7.00 |

| Sign Variance By-law | | |
|--------------------------------------|-----------------|--------------------------|
| Type | 2023 Fee | 2024 Proposed Fee |
| Sign Variance (non-refundable) | \$810.00 | \$891.00 |
| Order to Comply – administration fee | \$235.00 | \$259.00 |

APPENDIX N: Schedule N - By-Law Enforcement

| Pool Variance By-law | | |
|--------------------------------------|-----------------|--------------------------|
| Type | 2023 Fee | 2024 Proposed Fee |
| Pool Variance (non-refundable) | \$450.00 | \$495.00 |
| Order to Comply – administration fee | \$235.00 | \$259.00 |

| Respecting the Keeping of Animals (Exotic Animals By-law) | | |
|---|-----------------|--------------------------|
| Schedule of Fees | 2023 Fee | 2024 Proposed Fee |
| For the first animal of each species | \$22.00 | \$24.00 |
| For the second and third animal of each species | \$3.00 | \$3.00 |
| For each species the aggregate of which exceed three in | \$2.00 | \$2.00 |
| Maximum Licensing fee* | \$5,785.00 | \$6,364.00 |
| *regardless of the number of animals, animal species or sub-species held in a single location | | |

Note: Beach and Marina enforcement penalties are noted in their respective appendicies

APPENDIX O: Schedule O - Cemeteries of the City of Port

| Opening and Closing Fees and Charges | 2022 & 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
|---|-------------------------------|---|
| Adult Burial (weekday) | \$969.00 to \$1,275.00 | \$ 1,880.00 |
| Adult Burial (weekend or holiday) | | |
| Child Burial (weekday)* | \$357.00 to \$377.00 | No Charge for Port Colborne Residents under the age of 12 years old |
| Child Burial (weekend or holiday)* | | |
| Infant Burial (weekday)* | | |
| Infant Burial (weekend or holiday)* | | |
| Cremation/Columbarium (weekday) | \$250.00 to \$680.00 | \$ 900.00 |
| Cremation/Columbarium (weekend or holiday) | | |
| Cemetery Services and Interment Rights Prices | 2022 & 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
| Single Lot or Grave | \$ 1,377.00 | \$ 4,470.00 |
| Infant Lot or Grave* | 420.00 | No Charge for Port Colborne Residents under the age of 12 years old |
| Cremation Plot | \$ 485.00 | \$ 2,000.00 |
| Columbarium, each crypt | \$1,377.00 to \$1,530.00 | \$ 4,290.00 |
| Pouring Foundation (per cubic foot of concrete) | \$ 40.00 | \$ 60.00 |
| Perpetual care markers (owner supplied) | \$ 50.00 | \$ 100.00 |
| Perpetual care markers (owner supplied) <48" high | \$ 100.00 | \$ 200.00 |
| Perpetual care markers (owner supplied) >48" high | \$ 200.00 | \$ 400.00 |
| Disinterment (opening fee plus actual cost to disinter) | \$ 969.00 | \$ 1,660.00 |
| Ownership Transfer Fee | \$ 26.00 | \$ 130.00 |

* Regular Single Lot or Grave fees apply for non-residents of Port Colborne.

** Rates previously calculated at full cost recovery.

APPENDIX P: Schedule P - Planning and Development

| Application | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|---|---|
| Official Plan | | |
| Official Plan Amendment | \$5,092.00 | \$5,296.00 |
| Adjournment of an Official Plan Amendment (at applicant's request) | \$810.00 | \$842.00 |
| Zoning By-Law | | |
| Zoning By-Law Amendment | \$4,513.00 | \$4,694.00 |
| Adjournment of a Zoning By-Law (at owner's request) | \$810.00 | \$842.00 |
| Removal of a Holding Symbol | \$1,157.00 | \$1,203.00 |
| Temporary Use By-Law | \$4,513.00 | \$4,694.00 |
| Preparation of a Temporary Use Agreement | \$2,082.00 | \$2,165.00 |
| Extension of a Temporary Use | \$1,736.00 | \$1,805.00 |
| Plan of Subdivision | | |
| Draft Plan Approval of Subdivision (For greater certainty, the maximum fee shall be \$7,822.00 plus \$10,400 = \$18,222.000) | \$7,521.00 base fee plus \$50.00 per lot/ block to a maximum of \$10,000.00 | \$7,822.00 base fee plus \$52.00 per lot/ block to a maximum of \$10,400.00 |
| Redline Revisions/Change of Conditions to Draft Plan | \$3,314.00 | \$3,447.00 |
| Extension to Draft Plan Approval | \$1,736.00 | \$1,805.00 |
| Final Plan Approval | \$2,736.00 | \$2,845.00 |
| Amendment to Subdivision Agreement | \$2,314.00 | \$2,407.00 |
| Part Lot Control | \$1,157.00 | \$1,203.00 |
| Deeming By-Law | \$462.00 | \$480.00 |
| Discharge of a Subdivision Agreement | \$1,157.00 | \$1,203.00 |
| Plan of Condominium | | |

APPENDIX P: Schedule P - Planning and Development

| Application | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|---|---|
| Draft Plan Approval of Condo (For greater certainty, the maximum fee shall be \$7,822.00 plus \$10,400 = \$18,222.000) | \$7,521.00 base fee plus \$50.00 per lot/ block to a maximum of \$10,000.00 | \$7,822.00 base fee plus \$52.00 per lot/ block to a maximum of \$10,400.00 |
| Redline Revisions/Change of Conditions to Draft Plan | \$3,314.00 | \$3,447.00 |
| Extension to Draft Plan Approval | \$1,736.00 | \$1,805.00 |
| Final Plan Approval | \$2,736.00 | \$2,845.00 |
| Condominium Conversion | \$7,521.00 | \$7,822.00 |
| Amendment to Condominium Agreement | \$2,314.00 | \$2,407.00 |
| Discharge of a Condominium Agreement | \$1,157.00 | \$1,203.00 |
| Condominium Exemption Request | \$1,669.00 | \$1,736.00 |
| Site Plan Control | | |
| Site Plan Control Approval (agreement) | \$4,934.00 | \$5,131.00 |
| Site Plan Control Approval (no agreement) | \$2,000.00 | \$2,080.00 |
| Amendment to Site Plan Agreement | \$2,036.00 | \$2,117.00 |
| Discharging of a Site Plan Agreement | \$1,157.00 | \$1,203.00 |

APPENDIX P: Schedule P - Planning and Development

| Application | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|--|---|
| Committee of Adjustment | | |
| Minor Variance/Expansion of Non-Conforming Use | \$1,330.00 | \$1,383.00 |
| Minor Variance (Building without a Permit) | \$1,736.00 | \$1,805.00 |
| Consent (new lot) | \$1,852.00 | \$1,926.00 |
| Easement | \$1,272.00 | \$1,323.00 |
| Lot Addition/Boundary Adjustment | \$1,272.00 | \$1,323.00 |
| Adjournment of a Consent or Variance (at applicant's request) | \$578.00 | \$601.00 |
| Changes to Consent Conditions | \$578.00 | \$601.00 |
| Final Certification Fee | \$231.00 | \$240.00 |
| Validation of Title | \$1,041.00 | \$1,083.00 |
| Miscellaneous | | |
| Quarry/Pit Establishment or Expansion | \$69,426.00 | \$72,203.00 |
| Telecommunication Facilities Consultation Process | \$1,736.00 | \$1,805.00 |
| Compliance Letter Express (within 3 days) | \$208.00 | \$216.00 |
| Development Agreement | \$2,777.00 | \$2,888.00 |
| Discharging of a Development Agreement | \$1,041.00 | \$1,083.00 |
| Front Ending Agreement | \$1,736.00 | \$1,805.00 |
| OMB Subpoena - first day | \$694.00 | \$722.00 |
| OMB Subpoena - thereafter | \$462.00 | \$480.00 |
| Pre-consultation Meetings (Major - OPA/ ZBLA/ Subdivision/ Condominium)* | \$500.00 | \$520.00 |
| Pre-consultation Meetings (Minor - minor variance & consent)* | \$250.00 | \$260.00 |
| Combined Applications | | |
| Consent & Minor Variance | \$2,431.00 | \$2,528.00 |
| Consent & Development Agreement | \$4,049.00 | \$4,211.00 |
| Minor Variance & Development Agreement | \$3,471.00 | \$3,610.00 |

APPENDIX P: Schedule P - Planning and Development

| Application | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|---|--|
| Engineering | | |
| Municipal Consent Permit Fee** | \$350.00 | \$364.00 |
| Lot Grading Plan Review | \$100.00 | \$104.00 |
| Site Alteration Permit Inspections** | | |
| <p>Site Alteration Permit (< 1,000m³): Permit application fee to be applied where the being removed or placed exceeds the following limits per lot size:</p> <ul style="list-style-type: none"> - 0.1 hectares or less/maximum of 10m³ - > 0.1 to 0.2 hectares/maximum of 50m³ - > 0.2 to 0.5 hectares/maximum of 100m³ - > 0.5 hectares or larger/maximum of 500m³ - > 500m³ but less than 1,000m³ | \$500.00 | \$520.00 |
| <p>Site Alteration Permit (> 1,000m³): Permit application fee to be applied where the fill being removed or placed is greater than 1,000m³.</p> | \$1,000.00 | \$1,040.00 |
| <p>Site Alteration Permit Renewal/Extension (within limits): Fee to be applied when a renewal/extension is granted two (2) months prior to the expiration of the Site Alteration Permit issued.</p> <p><u>Note:</u> A renewal/extension occurring after expiration of, or within two (2) months prior to the expiration of, the Site Alteration Permit issued is considered a new application and subject to new application fees.</p> | \$500.00 | \$520.00 |

APPENDIX P: Schedule P - Planning and Development

| Application | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|--|--|
| <p>Site Alteration Permit Renewal/Extension (exceeded limits): Fee to be applied when a Site Alteration Permit (< 1,000m3) permit has been issued and subsequently, the amount of material has exceeded the allowable limits, and the renewal/extension is granted two (2) months prior to the expiration of the Site Alteration Permit issued.</p> <p><u>Note:</u> A renewal/extension occurring after expiration of, or within two (2) months prior to the expiration of, the Site Alteration Permit issued is considered a new application and subject to new application fees.</p> | \$750.00 | \$780.00 |
| <p>Post Site Alteration Permit Issuance Reviews: Engineering or zoning review or other changes after Site Alteration Permit has been issued.</p> | \$1,000.00 | \$1,040.00 |
| <p>Haul route inspections: Haul route inspections prior to, during and after issuance of a Site Alteration Permit).</p> | \$100/inspection | \$104/inspection |
| <p>Post-Commencement Permit Surcharge: Fees to be applied for any Site Alteration Permit application which has been made post-commencement of activities.</p> | 150% of applicable fees | 150% of applicable fees |
| <p>Site Alteration Violation Investigation: This fee shall be applied in any situation where work or activities have been undertaken for which a Site Alteration Permit is required but not obtained. This fee is in addition to all other fees, charges and securities applicable under this By-law.</p> | 100% of applicable application fee (each occurrence) | 100% of applicable application fee (each occurrence) |

APPENDIX P: Schedule P - Planning and Development

| Application | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|-------------|---|--|
|-------------|---|--|

* The application fee is reduced by the amount paid for pre-consultation if the application is submitted within 18 months of the pre-consultation meeting date.

** A \$1000.00 security deposit is required. The funds will be returned after final inspection if all works have been completed to the satisfaction of the City. The City has the right to use the funds if damage is not repaired or reinstated to the satisfaction of the City.

Refund of Fees

If an application is withdrawn before circulation to commenting agencies, ninety percent (90%) of the fee will be refunded . If withdrawn after circulation, but before notice of the public meeting is given, fifty percent (50%) of the fee will be refunded and if withdrawn after the notice of public meeting is given, but before the Planning and Development Services division Recommendation

Reactivation

Any application which has been withdrawn and/or has been inactive for one year shall be considered abandoned and a full fee shall be required to activate a new application.

Notes:

Additional fees for most applications are required for Niagara Regional Development Services and the Niagara Peninsula Conservation Authority review. Applicants are recommended to contact each agency for their respective Fee Schedule. If fees are required, applicants must make out separate cheques payable to each agency at the time of application submission to the City.

APPENDIX Q: Schedule Q - Maintenance and Occupancy of Property (Property Standards By-law)

| Schedule of Fees | Unit | 2023 Fee | 2024 Proposed Fee |
|---|-------------------|----------|-------------------|
| Issuance of Certificate of Compliance | | | |
| 1-5 Dwelling Units | Per Dwelling Unit | \$58.00 | \$64.00 |
| More than 5, but not exceeding 25 Dwelling Units | Per Certificate | \$289.00 | \$318.00 |
| <i>PLUS</i> | Per Dwelling Unit | \$12.00 | \$13.00 |
| More than 25 Dwelling Units | Per Certificate | \$462.00 | \$508.00 |
| <i>PLUS</i> | Per Dwelling Unit | \$12.00 | \$13.00 |
| Other | | \$89.00 | \$98.00 |
| Vacant Property | | \$115.00 | \$127.00 |
| Inspection Fees | | | |
| Registering Order on Title | Per Title | \$58.00 | \$64.00 |
| Compliance Inspection & Removing Order <i>(Inspection Fee, Removal and Response to Lawyer)</i> | Per Order | \$115.00 | \$127.00 |
| Additional Inspection for Compliance | Each | \$36.00 | \$40.00 |
| Appeal Fees | | | |
| Apply for an Appeal (non-refundable) | Per Appeal | \$289.00 | \$318.00 |
| Other Fees | | | |
| Order to Comply | | \$235.00 | \$259.00 |

APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

| Construction | | | |
|--|--|----------|-------------------|
| New Building Construction and Additions ^{6,8} | | 2023 Fee | 2024 Proposed Fee |
| Minimum Fee for all Building Permits ⁹ | | \$139.00 | \$145.00 |

| Major Occupancy ⁷ | Permit Fee Details ¹⁻¹⁶ | 2023 Fee | 2024 Proposed Fee |
|---|------------------------------------|------------------|-------------------|
| Group A – Assembly Occupancies <i>Examples: School, church, restaurant, daycare, hall, transit, recreation facility, other</i> | Per square foot | \$2.17 | \$2.26 |
| Group B – Institutional Occupancies <i>Examples: Hospital, retention facility, nursing home, other</i> | Per square foot | \$2.35 | \$2.45 |
| Group C – Residential Occupancies <i>Single detached dwelling Semi-detached dwelling, duplex dwelling Townhouse Multiple unit dwellings, apartment building, townhouse Hotels, motels Other residential</i> | Per square foot | \$1.60 | \$1.67 |
| Group D – Business/Personal Services Occupancies <i>Examples: Office, bank, medical, police station, other</i> | Per square foot | \$2.00 | \$2.08 |
| Group E – Mercantile Occupancies <i>Examples: Store, shopping mall/plaza, shop, market, retail, other</i> | Per square foot | \$1.87 | \$1.95 |
| Group F – Industrial Occupancies <i>Examples: Industrial mall/plaza/garage, plant, factory, warehouse, other Industrial buildings with no partitions, no plumbing and no mechanical</i> | Per square foot Per square foot | \$1.38 \$1.05 | \$1.44 \$1.09 |

APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

| New Building Construction and Additions^{6,8 (continued)} | Permit Fee Details¹⁻¹⁶ | 2023 Fee | 2024 Proposed Fee |
|---|--|-----------------|--------------------------|
| <i>Special Categories/Occupancies</i> | | | |
| Farm building, greenhouse | Per square foot | \$0.36 | \$0.38 |
| Park Model Trailer | | \$244.99 | \$254.79 |
| Tent, temporary fabric structure | Each | \$244.99 | \$254.79 |
| Renewable Energy Projects | | See note 12 | See note 12 |
| <i>Houses and Accessory to Houses:¹⁴</i> | | | |
| Garage, carport | Per square foot | \$0.90 | \$0.93 |
| Covered deck/porch | Per square foot | \$0.58 | \$0.60 |
| Uncovered deck/porch | Per square foot | \$0.58 | \$0.60 |
| Sunroom/solarium, 3-Season Room, Add-A-Room (on Park Model Trailers) | Per square foot | \$0.90 | \$0.93 |
| Shed/accessory building | Per square foot | \$0.90 | \$0.93 |
| Alterations | | | |
| | Permit Fee Details¹⁻¹⁶ | 2023 Fee | 2024 Proposed Fee |
| Unfinished basement (new or replaced foundation) | Per square foot | \$0.34 | \$0.36 |
| Under pinning foundation | | See note 12 | See note 12 |
| Roof structure | Per square foot | \$0.19 | \$0.20 |
| Fireplace, woodstove, chimney | | \$152.94 | \$159.06 |
| <i>Interior Alterations:</i> | | | |
| Interior alterations, all occupancies, except finished basements | Per square foot | \$0.76 | \$0.79 |
| Finishing basement | Per square foot | \$0.76 | \$0.79 |
| Other minor alteration | | See note 12 | See note 12 |
| Partial Permit/Staged Construction¹¹ | | 2023 Fee | 2024 Proposed Fee |
| All partial permits subject to a surcharge applied to the stage permit value | | 50% | 50% |
| <i>Foundation Stage¹¹</i> | | | |
| Complete to grade including or excluding underground services within building | | 15% | 15% |
| <i>Building Shell Stage¹¹</i> | | | |
| Completed structural shell stage | | 40% | 40% |
| Completed architectural shell stage | | 80% | 80% |
| <i>Building Completion Stage¹¹</i> | | | |
| Includes completed building stage | | 100% | 100% |

APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

| Plumbing Only | Permit Fee Details¹⁻¹⁶ | 2023 Fee | 2024 Proposed Fee |
|---|--|-----------------|--------------------------|
| Fixture; plumbing appliance; stack; interceptor; tank; floor drain; sewage ejector; sump; manhole; catchbasin; rain water leader; other | Each | \$11.36 | \$11.82 |
| All buried piping including building drain and sewer; building storm drain and sewer; storm drainage piping; water service pipe | Per linear foot | \$1.53 | \$1.59 |
| Water distribution pipe inside a building | Each | \$152.94 | \$159.06 |
| Residential¹⁴ | | | |
| Replace buried water service, sanitary drains or storm drains (single fee applies if multiple services are replaced at the same time) | Each | \$245.00 | \$255.00 |
| Mechanical HVAC Only | | | |
| | Permit Fee Details¹⁻¹⁶ | 2023 Fee | 2024 Proposed Fee |
| Group A, B, C (except houses), D E | Per square foot | \$0.12 | \$0.12 |
| Houses | | \$152.94 | \$159.06 |
| Group F | Per square foot | \$0.12 | \$0.12 |
| Commercial type Kitchen Exhaust | | See note 12 | See note 12 |
| Pool | | | |
| | | 2023 Fee | 2024 Proposed Fee |
| Public pool | | \$421.85 | \$438.72 |
| Private pool | | \$178.44 | \$185.57 |
| Designated Structure | | | |
| | | 2023 Fee | 2024 Proposed Fee |
| As defined in the Ontario Building Code | | See note 12 | See note 12 |
| Demolition | | | |
| | Permit Fee Details¹⁻¹⁶ | 2023 Fee | 2024 Proposed Fee |
| Houses ¹⁴ and buildings less than 3,000 square feet (gross area) | Each | \$191.17 | \$198.82 |
| Other demolitions | Per square foot | \$0.12 | \$0.12 |
| Conditional¹⁵ | | | |
| | | 2023 Fee | 2024 Proposed Fee |
| Surcharge | | 50% | 50% |

APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

| Change of Use | 2023 Fee | 2024 Proposed Fee |
|--|-----------------|--------------------------|
| Permit for the change of use of a building or part thereof | \$160.00 | \$166.00 |

| Occupancy | 2023 Fee | 2024 Proposed Fee | |
|---|--|--------------------------|----------|
| Permit to allow occupancy | | | |
| Houses, semi-detached dwellings, townhouses | Each | \$160.00 | \$166.00 |
| Other buildings | Each | \$160.00 | \$166.00 |
| Permit to allow partial occupancy | | | |
| For area of building to be occupied | Per square foot gross floor space to be occupied | \$0.09 | \$0.09 |
| Review of proposed application | Per hour | \$118.00 | \$123.00 |

| Transfer | 2023 Fee | 2024 Proposed Fee |
|-----------------------------------|-----------------|--------------------------|
| Transfer of permit to a new owner | \$160.00 | \$166.00 |

| Deposits Required for Permits | 2023 Fee | 2024 Proposed Fee | |
|---|--|--------------------------|------------|
| New Main Buildings | Houses | \$1,050.00 | \$1,092.00 |
| | Other than Houses | \$525.00 | \$546.00 |
| Additions, Accessory | Houses | \$525.00 | \$546.00 |
| | Other than Houses | \$525.00 | \$546.00 |
| Alterations | Houses | \$525.00 | \$546.00 |
| | Other than Houses | \$525.00 | \$546.00 |
| Demolitions | Main Building | \$2,100.00 | \$2,184.00 |
| | Accessory, Partial | \$525.00 | \$546.00 |
| Pools | In ground and On- | \$525.00 | \$546.00 |
| Other | | \$525.00 | \$546.00 |
| New Main Buildings, Additions and Renovations | Industrial, Commercial Institutional and Residential other than Houses | \$1,050.00 | \$1,092.00 |
| Lot Grading Deposit | All categories of | \$2,100.00 | \$2,184.00 |

APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

Notes for Deposits:

1. No deposit is required for the following:
 - a) Uncovered decks on piers
 - b) Tents and fabric structures
2. "Houses" includes single detached, semi-detached, duplexes, triplexes and townhouses.
3. "Other than Houses" includes Plumbing only, Mechanical HVAC only, Designated Structures, etc.
4. The requirement for a new deposit may be waived where the City already holds a deposit with an owner on the same property with respect to an open permit file with the City, provided:
 - a) The deposit already held is equal or larger than the amount specified in this Schedule.
 - b) There is no existing damage to City property as a result of work on the lot.
 - c) The existing deposit is recorded on all applicable permit files as being held as security for other

| Additional Fees and Charges | 2023 Fee | 2024 Proposed Fee |
|---|----------|-------------------|
| Discharge of an Order from property title | \$965.30 | \$1,004.00 |
| Submitting an application for Permit | | |
| Minimum non-refundable fee for submitting all permit applications. This fee is discounted against the final Permit fee. | \$139.00 | \$145.00 |
| Work Without Permit - Percentage increase in applicable fees from this schedule will apply where commencement of construction or demolition has occurred prior to the issuance of the required permit. Refer to Section 4.4 of The Building By-law. | 100% | 100% |
| <i>Alternative Solution</i> application (per hour, minimum 4 hours) | \$160.00 | \$166.00 |

| Refund of Permit Fees | 2023 Fee | 2024 Proposed Fee |
|--|----------|-------------------|
| Permit Issued. Administration functions only have been performed. No field inspections have been | 50% | 50% |
| Additional deduction from eligible refund for each field inspection that had been performed. | \$61.00 | \$63.00 |

Notes for Refunds:

1. No refund will apply one year after date of permit issuance.
2. If the calculated refund is less than the minimum fee applicable to any permit, no refund shall be made of the fees paid.
3. No permit fee shall be refunded where the permit has been revoked by the Chief Building Official in accordance with the Act.

APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

General Notes:

- 1.** Permit fee is \$/square foot, \$/linear foot, or \$ (flat rate).
- 2.** Square foot is gross of all floors above grade measured from the outer face of exterior walls, unless noted otherwise. Mezzanines, lofts, habitable attics and dwelling units below grade are included as floor areas for permit fee calculations.
- 3.** Where there is no floor or exterior walls for the project, square foot is the greatest horizontal area of the structure. For example, buildings or structures supported by posts or columns.
- 4.** \$145.00 paid at time of application plus \$57.00 for each additional inspection in excess of one where the building is not ready for occupancy and which must be paid prior to issuance of Occupancy Permit.
- 5.** There are no deductions from the gross floor area for openings such as stairs, elevators, shafts, etc.
- 6.** Cellars, unfinished basements and crawl spaces are not used in the fee calculation for new construction.
- 7.** Major occupancy is based upon the Ontario Building Code.
- 8.** New construction and additions include plumbing, HVAC and all other regulated building services/components.
- 9.** Minimum permit fee is \$145.00 and is addition to the per square foot fee.
- 10.** Revision or amendment to an open permit is a minimum \$57.00 fee plus \$57.00 per hour of administration time.
- 11.** For a Partial Permit, the percentage shown for the applicable stage of construction (minus the percentage for any previous Partial Permits) must be multiplied by the applicable permit application fee shown for new construction and then increased by a 50% administrative surcharge to obtain the required total fee for that stage.
- 12.** If the work regulated by the permit cannot be described otherwise, the permit application fee shall be \$16.02 for each \$1,000.00 value of work proposed.
- 13.** Houses in Special Categories and Alterations includes semi-detached, duplexes, triplexes, and townhouses.
- 14.** See "Deposits Required for Permits" for applicable deposits.
- 15.** The fee for a Conditional Permit is equal to the regular permit fee described above plus an additional administrative surcharge of 50% of the regular permit fee. If the Conditional Permit also happens to be a Partial Permit, the Partial Permit fee already increased by 50% must be increased by an additional 50% to obtain the required total fee.
- 16.** A 50% reduction in the fees payable will be applicable to all properties that are located within the project area boundaries of the Olde Humberstone Main Street Community Improvement Plan, the Downtown Central Business District Community Improvement Plan, Brownfield Community Improvement Plan and East Waterfront Community Improvement Plan. No fee reduction will be applied where the 'Work Without Permit' fee is applicable.
- 17.** Third Party Review of applications are undertaken at the discretion of the Chief Building Official and may be required for very large or complex developments. The Chief Building Official may require that the estimated or actual costs associated with the third party review be payable at any time prior to permit issuance.

APPENDIX S: Schedule S - Filming Fees

| Service | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|---|---|
| Film Permit - Municipal Property | \$175.00 | \$175.00 |
| Staff Time - Film Liason | \$85.00 | \$85.00 |
| Security Deposit | \$2,500.00 minimum for low impact filming projects | \$2,500.00 minimum for low impact filming projects |
| | \$5,000.00 minimum for medium to high impact filming projects | \$5,000.00 minimum for medium to high impact filming projects |

The Corporation of the City of Port Colborne

By-law No. _____

Being a by-law to establish fees and charges for various services and to repeal by-law 7047/84/22

Whereas the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides a municipality may pass by-laws imposing fees or charges on any class or persons; and

Whereas subsection 391(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended allows municipalities to adopt By-laws imposing fees or charges on any class of person for services or activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control; and

Whereas the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended provides a municipality may pass by-laws imposing fees and charges; and

Whereas the *Cemeteries Act (Revised), R.S.O. 1990, c. C.4*, as amended, provides a municipality may pass by-laws imposing fees and charges; and

Whereas the *Planning Act, R.S.O. 1990, c. P.13*, as amended, provides a municipality may pass by-laws imposing tariffs, fees and charges; and

Whereas at its meeting of October 24, 2023 the Council of The Corporation of the City of Port Colborne approved the recommendation of Corporate Services Finance Division Report No. 2023-162, Subject: 2024 Proposed Fees and User Charges.

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That the fees and charges, outlined in Appendix "A to S" attached hereto and forming part of this by-law, be enacted.
2. Unless otherwise identified, that staff be delegated authority to set the price for goods purchased for resale (including insurance for activities held within City facilities). Provided that the price is higher than the cost to purchase the goods.
3. That staff be approved to waive any fee up to \$2,000 on compassionate grounds or when related to a charity or related fundraiser. This waiver shall be applied only once per event.
4. That staff be given delegated authority to set advertising and rental rates not specified in Appendices "A to S" and for sponsorships less than \$50,000.
5. That if a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law, and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.
6. That should this by-law conflict with any other by-law or resolution of Council, or any staff report approved by Council, in relation to fees and charges imposed under the *Municipal Act, Planning Act, Building Code Act* or any other act, this by-law shall take precedence, unless specifically stated to the contrary.
4. That By-law No. 7047/84/22 is hereby repealed.
5. That this by-law come into force and take effect on the day of passing.

Enacted and passed this 24 day of October, 2023.

William C. Steele
Mayor

Saima Tufail
Interim City Clerk



Subject: Pleasant Beach Road Retaining Wall Update

To: Council

From: Public Works Department

Report Number: 2023-217

Meeting Date: October 24, 2023

Recommendation:

That Public Works Department Report 2023-217 be received and;

That Council direct the Director of Public Works to proceed with replacing the Pleasant Beach Road retaining wall.

Purpose:

This report has been prepared to provide Council with additional information relating to the Pleasant Beach Road retaining wall report previously discussed at the October 10, 2023, Council meeting.

Background:

Staff report 2023-197 was approved by Council on October 10, 2023, which requested Council's approval to direct staff to replace the retaining wall located at the Pleasant Beach Road end for the total estimated cost of \$1,000,000. Council further requested that staff provide Council with a detailed cost estimate for the best options to replace the structure prior to the request for a tender.

Discussion:

Staff communicated with three qualified engineering consultants experienced with shoreline protection to determine the most cost-effective solution to remediate the collapsed wall.

In attempt to obtain detailed cost estimates for each of the options provided in Report 2023-197, it was confirmed that further investigations relating to soil conditions, design, and existing rock elevations are required. All three engineering consultants were unable to provide a cost estimate for the reinstatement of the dune. This option would require further geotechnical investigation and a detailed design by a certified coastal engineer to obtain accurate cost estimates. Adjacent properties that do not have shoreline protection, and have been left in a natural state, show significant amounts of deterioration even when planted with full root structures present.

To date, staff have obtained the following high-level cost estimates based on their experience and a site visit with various unknowns to the existing conditions below surface.

Based on the average price and lifespan of each option, the following average cost per year is outlined below:

| | Average Initial Cost | Average Lifespan | Lifecycle Cost/Year |
|------------------|----------------------|------------------|---------------------|
| Sheet Pile Wall | \$933,333.33 | 100 | \$9,333.33 |
| Armor Stone Wall | \$637,500.00 | 75 | \$8,500.00 |

City staff have contacted the Ministry of the Environment, Conservation and Parks for approval to complete work in the area. The City's environmental consultant has been consulted and has recommended that construction take place outside of the Fowler's Toad active season which is between May 1 and August 31.

Staff are committed to ensuring that the design and construction of the retaining wall will be the most cost-effective and resilient solution.

In order to mitigate risk and have the project constructed as quickly as reasonably possible, staff anticipate the need to follow a non-standard procurement process.

Financial Implications:

Report 2023-197 was approved and provided an upset limit of \$1,000,000 to replace the retaining wall.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Environment and Climate Change
- Welcoming, Livable, Healthy Community

- Sustainable and Resilient Infrastructure
-

Conclusion:

After further discussions with several engineering consultants, staff recommend proceeding with the replacement of the retaining wall.

Respectfully submitted,

Joe Colasurdo
Manager of Infrastructure
905 835-2900 ext. 234
Joe.colasurdo@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.



PORT COLBORNE

Subject: 2024 Borrowing By-law
To: Council
From: Corporate Services Department

Report Number: 2023-203

Meeting Date: October 24, 2023

Recommendation:

That Corporate Services Department Report 2023-203 be received; and

That the draft by-law to authorize the temporary borrowing of \$6,000,000 for 2024 for operating cash flow to meet the City's day-to-day expenditures, pending receipt of tax levies, user fees, and revenues anticipated during the year, be approved.

Purpose:

The purpose of this report is to authorize temporary borrowing, as required, up to \$6,000,000 for operating cash flow to meet the City's day-to-day expenditures, pending receipt of tax levies, user fees, and revenues anticipated during the year.

Background:

Section 407 of the *Municipal Act, 2001*, as amended, provides authorization to borrow for expenditures. It is common practice among municipalities to establish a set borrowing amount for each year for cash flow purposes as a contingency to meet day-to-day expenditures, pending receipt of tax levies, user fees, and revenues anticipated during the year. The City of Port Colborne (the "City") has historically maintained a line of credit of \$4,000,000.

Discussion:

The authorization for temporary borrowing is requested as a contingent cash flow planning mechanism.

Staff are not anticipating the need to temporarily borrow in 2024 but identify the operating and related capital program of the City is getting larger and from time-to-time can result in significant draws to the City's cash flow.

Seasonally the City's cashflow is lowest between October and February.

Staff do plan City investment maturities to align with cashflow needs; however, as debt funded projects related to water, wastewater, and storm sewer move forward, the City will need to pre-fund certain construction prior to issuing long-term debt. One source of pre-funding is operating cash flow.

This report proposes an increase in the temporary borrowing limit up to \$6,000,000 from \$4,000,000.

Borrowing in this capacity is aligned with the City of Port Colborne's Debt Management Policy.

Internal Consultations:

Internally, funding sources and borrowing have been discussed through the development of the 2024 Capital Budget.

Financial Implications:

As staff are not anticipating the need to use the line of credit, no amount has been budgeted.

Should Council approve the recommendation in this report, staff have pre-negotiated a line of credit at a cost of bank prime rate less 0.50%. At the time of writing this report this equates to an interest rate of 6.70%.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Economic Prosperity
 - Sustainable and Resilient Infrastructure
-

Conclusion:

Staff recommend Council approve the adoption of a by-law to authorize temporary borrowing as outlined in this report.

Appendices:

- a. Draft 2024 Borrowing By-law

Respectfully submitted,

Adam Pigeau, CPA, CA
Manager, Financial Services/Deputy Treasurer
905-835-2900 Ext. 101
adam.pigeau@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Authorize the Temporary Borrowing of \$6,000,000.00 for
2024

Whereas the Council of The Corporation of the City of Port Colborne (the "City") authorizes the Mayor and Director of Corporate Services/Treasurer to temporarily borrow, as required, up to \$6,000,000 for operating cash flow in 2024 to meet the day-to-day expenditures, pending receipt of tax levies, user fees and revenues anticipated during the year; and

Whereas Section 407 of the *Municipal Act*, 2001, as amended, provides for Council to pass such a by-law; and

Whereas at its meeting of October 24, 2023 the Council of the City of Port Colborne approved the recommendation of Corporate Services Department, Report 2023-203, Subject: 2024 Borrowing By-law;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. The Mayor and Director of Corporate Services/Treasurer are hereby authorized, on behalf of the City, to temporarily borrow, a sum or sums not to exceed the aggregate of \$6,000,000.00, from the Canadian Imperial Bank of Commerce (the "Bank"), to meet operating cash flow requirements in 2024, pending receipt of tax levies, user fees and revenues anticipated during the year and to give, on behalf of the Corporation, to the Bank, a promissory note or notes sealed with the Corporate Seal and signed by the Mayor and Director of Corporate Services/Treasurer for the monies so borrowed with interest at such rate as may be agreed upon from time to time, with the Bank.
2. All sums borrowed pursuant to the authority of this by-law, as well as all other sums borrowed in this year and in previous years from the said Bank for any or all of the purposes mentioned, in accordance with Section 407 of the *Municipal Act*, 2001, as amended, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year, and for all preceding years, as and when such revenues are received.
3. The Director of Corporate Services/Treasurer is hereby authorized and directed to apply, in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for such purpose.
4. That this By-law shall come into force and take effect on the date of passing.

Enacted and passed this 24th day of October 2023.

William C. Steele
Mayor

Saima Tufail
Interim City Clerk



Subject: 2024 Interim Tax Billing
To: Council
From: Corporate Services Department

Report Number: 2023-204

Meeting Date: October 24, 2023

Recommendation:

That Corporate Services Department Report 2023-204 be received; and

That the draft by-law attached as Appendix A to Corporate Services Department Report 2023-204 be adopted to authorize the 2024 interim levy of taxes for all property tax classes, from the last revised assessment roll, before the adoption of the estimates for the year and final levy rates are established.

Purpose:

The purpose of this report is to recommend that Council adopt an Interim Levy By-law to issue an interim tax bill in accordance with Section 317(1) of the *Municipal Act*, S.O. 2001, as amended, for the purpose of providing cash flow to meet expenditures prior to the adoption of the budget estimates and until final tax rates are provided.

Background:

The levy of interim taxes is legislated under the *Municipal Act*, S.O., 2001. Council has passed an Interim Levy By-law every year at 50% of the prior year's taxes on each property.

Discussion:

When the 2023 Assessment Roll for the 2024 taxation year is received, Corporate Services staff will verify and balance this Roll in preparation of a Collector's Roll for this billing. Each tax account is updated using the new Assessment Roll.

The interim tax bill will be calculated for all property tax classes in accordance with Section 317(3) of the *Municipal Act*, S.O. 2001, as amended. The interim levy calculation cannot exceed 50% of the 2023 final levy, as adjusted.

The interim tax bill for all property tax classes will be mailed by February 7, 2024, with due dates of February 28 and April 29, 2024. These due dates are determined based on the last working day of the respective month. The due dates are within the twenty-one (21) days of the mailing date, in accordance with Section 343(1) of the *Municipal Act*.

In 2024, staff are suggesting Council consider July 19 and September 27, 2024, as the due dates for the final tax bill. The proposed July date will allow staff to manage workloads between the third instalment and Canal Days. The September date is proposed to move from the 30th which became Truth and Reconciliation Day in 2021. The final tax due dates will be finalized when the 2024 municipal tax rates are set following the Niagara Region completing their budget process and tax policy work, including finalizing property tax ratios.

Internal Consultations:

Internally, the timing of cash flows to meet expenditure requirements has been discussed through the development of the 2024 Capital and Levy Budgets.

Financial Implications:

If Council adopts the proposed Interim Levy By-law (as in prior years) to issue an interim tax bill in accordance with Section 317(1) of the *Municipal Act*, S.O. 2001, as amended, for the purpose of providing cash flow to meet expenditures requirements there are no financial implications.

Alternatively, should Council not pass the proposed Interim Levy By-law, the municipality will incur increased borrowing costs and will require a larger temporary borrowing limit as property taxpayers would only be issued one final tax bill later in the year.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Economic Prosperity
 - Sustainable and Resilient Infrastructure
-

Conclusion:

Staff recommend Council approve the proposed interim tax billing outlined in this report.

Appendices:

- a. Draft By-law Interim Tax Levy for the year 2024

Respectfully submitted,

Adam Pigeau, CPA, CA
Manager, Financial Services/Deputy Treasurer
905-835-2900 Ext. 101
adam.pigeau@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.

By-Law no. _____

Being a by-law to provide for an Interim tax levy for the year 2024

Whereas Section 317 of the *Municipal Act*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes; and

Whereas the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality.

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

In this by-law, the following words shall be defined as:

"Minister" shall mean the Minister of Finance

"MPAC" shall mean the Municipal Property Assessment Corporation

1. The amounts levied shall be as follows:

1.1 For the Residential, Pipeline, Farm, Farmland Awaiting Development, Railway Right-of-Way, and Managed Forest property classes, there shall be imposed and collected an interim levy of:

- a) the percentage prescribed by the Minister under Section 317(10) of the *Municipal Act*; or;
- b) 50%, if no percentage is prescribed, of the total annualized taxes for municipal and school purposes levied on property in the year 2023.

1.2 For the Multi-Residential, New Multi-Residential, Commercial, Parking Lot, Shopping Centre, Industrial and Large Industrial property classes, there shall be imposed and collected an interim levy of:

- a) the percentage prescribed by the Minister under Section 317(10) of the *Municipal Act*; or,
- b) 50%, if no percentage is described, of the total annualized taxes for municipal and school purposes levied on property in the year 2023.

The amounts shall be levied on the assessment according to the Assessment Roll, as returned by MPAC.

2. For the purposes of calculating the total amount of taxes for the year 2023 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2023 because assessment was added to the Collector's Roll during 2023, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.

3. The provisions of this by-law apply in the event that assessment is added for the year 2024 to the Collector's Roll after the date this by-law is passed and an interim levy shall be imposed and collected.

4. All taxes levied and collected under this by-law shall be payable to the Office of the Treasurer, or any financial institution within the City of Port Colborne. Payment must be received at City Hall on or before the due dates in accordance with the provisions of this by-law.
 5. The interim tax levy imposed by this by-law shall have a date of demand being February 7, 2024 and shall be paid in two instalments due on the following dates:
 - 5.1 One-half thereof on the **28th day of February of 2024;**
 - 5.2 One-half thereof on the **29th day of April of 2024;**
- Non-payment of the amount on the dates stated above shall constitute default and any subsequent instalments shall forthwith become payable.
- Properties registered for the preauthorized monthly payment program will have their taxes payable in automatic instalments at the first of the month beginning January 2, 2024 or the beginning of the month following enrolment.
6. The Treasurer may mail or cause to be mailed a notice specifying the amount of taxes payable and due dates for payment to the address of the residence or place of business of each person taxed under this by-law, unless the taxpayer directs the Treasurer, in writing, to send the bill to another address, in which case it shall be sent to that address. This direction will continue until revoked by the taxpayer in writing.
 7. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be on the tax bill under Section 343 of the *Municipal Act*.
 8. The final levy for the year 2024 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this by-law.
 9. The provisions of s. 317 of the *Municipal Act*, as amended, apply to this by-law with necessary modifications.
 10. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment or late payment of any taxes or any instalment of taxes.
 11. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
 12. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
 13. This by-law shall come into force and take effect on the day of the final passing thereof.

Enacted and passed this 24th day of October, 2023.

William C. Steele
Mayor

Saima Tufail
Interim City Clerk



PORT COLBORNE

Subject: Heritage Designation Project Update and Motion from Heritage Subcommittee Directing Staff to Research Properties

To: Council

From: Development and Legislative Services Department

Report Number: 2023-212

Meeting Date: October 24, 2023

Recommendation:

That Development and Legislative Services Department Report 2023-212 be received; and

That the Chief Planner be directed to investigate the heritage significance of the properties that have shown interest in designation.

Purpose:

The purpose of this report is to provide Council with an update regarding the Heritage Designation Project, to provide staff support for the investigation of the heritage significance of the properties that have shown interest in designation, and to explain why staff do not support the investigation of the heritage significance of the properties rated 10 on the Heritage Register Ranking List attached as Appendix A.

Background:

On November 28, 2022, Bill 23 received Royal Assent and amended certain sections of the *Planning Act* and *Ontario Heritage Act* (OHA). Major changes to the OHA include changes to the evaluation and designation process, limitations on designating a property when an application for development has been received, and that any non-designated property included on a Heritage Register is to be evaluated and designated within 2 years or that it must be removed from the register for at least 5 years before another evaluation can take place.

As per section 27 of the *Ontario Heritage Act*, the municipality shall keep a register of properties that are of cultural heritage value. This publicly accessible register contains information about all properties that are designated under Section 29 or 41 of the Act, as well as properties that have not been designated but that the municipality has indicated have cultural heritage value. These properties are often referred to as “listed properties”. Listed properties on a municipal register are provided temporary protection from demolition. An owner of a listed property who wishes to demolish must provide the municipality with 60 days notice of their intent. This notice period gives the municipality time to review and decide whether to begin the designation process.

On September 18, 2023, the Heritage Subcommittee passed a motion recommending to Council that staff investigate the heritage significance of the properties that have shown interest in a heritage designation, which staff supports, and that the properties ranked 10 on the Heritage Register Ranking List attached as Appendix A, which staff does not support for the reasons noted below.

Discussion:

As a result of the changes to the *Ontario Heritage Act* through Bill 23, staff have initiated a project in consultation with the City’s Heritage Subcommittee to review properties on the Heritage Registry that merit proceeding with designation under the *Ontario Heritage Act*.

The review process started with ranking all the properties currently on the Register to provide the Heritage Subcommittee and Staff with an understanding of those properties that may merit designation. The ranked list is attached as Appendix A. The list was compiled based primarily on architectural, contextual significance, and condition of the building(s), as limited research was conducted. Alterations that negatively impacted significant architectural features may have also resulted in a lower rating.

Using this list, staff mailed a flyer to the top-ranked properties (ranked 7-10). The flyer informed the owner that their property may be eligible for a heritage designation and that if they wish to pursue a designation, to reach out to City staff.

As of the date of preparing this report, staff have received eleven designation requests from residents. The following is a list of the eleven properties:

1. 334 Sugarloaf Street
2. 352 Chippawa Road
3. 172 King Street
4. 5446 Sherkston Road
5. 83 Tennessee Avenue
6. 143 King Street
7. 2506 Miller Road

8. 599 King
9. 736 Pinecrest Road
10. 2352 Third Concession Road
11. 115 Kent Street

At this point, staff will need to conduct a review of these properties to determine if they are eligible for designation. If any additional property owners inquire, they may be considered as well.

Furthermore, the Heritage Subcommittee has included in their motion that staff also research the following properties, which have a ranking of '10' in the Heritage Register Ranking List:

1. 19 Tennessee Avenue
2. 210 Steele Street
3. 5222 Second Concession Road
4. 50 Neff Street
5. 280 King Street
6. 123 King Street
7. 44 King Street
8. 2703 Chippawa Road
9. 55 Charlotte Street

The next steps for this project include researching all the above-mentioned properties. This will partly be done by staff but will require the assistance of a qualified heritage specialist chosen by staff. If there are any properties that are shown to meet the criteria for designation, staff will prepare a by-law and recommendation for designation for Council's consideration.

Staff are supportive of researching the properties that have inquired about designation, however, staff do not support the section of the motion brought forward by the Heritage Subcommittee requesting Staff to research properties ranked as '10'. This is due to the amount of time and resources required to research each property and the likelihood of the research resulting in a designation. Regardless of the research done, if the property owner does not want to pursue a designation, it can be challenging for staff to proceed and may also lead to potential legal battles between the City and the property owners.

Internal Consultations:

No formal consultation or circulations of this project have been required; however, Planning staff have been working collaboratively with Museum and Archives staff. Collaboration and support from the Heritage Subcommittee has also been included.

Financial Implications:

There will be no financial impact as a result of this motion. As noted in the 'Discussion' section, Staff will be outsourcing some of the research to a qualified professional chosen by Staff, however the funds to acquire such work have already been budgeted. The anticipated cost of this consultant is estimated to be approximately \$5,000. The purpose of outsourcing this research is to alleviate staff time spent researching each property which can, in some instances, take upwards of 10 hours per property, depending on how much information is available.

Public Engagement:

As a part of this project, property owners whose properties were considered to potentially have heritage value were sent a flyer indicating that they may be eligible for designation. The homeowners who reached out to staff and expressed interest were added to the list of properties to research, totaling 11 properties. The list of properties was included in the 'Discussion' section of this report.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Welcoming, Livable, Healthy Community
-

Conclusion:

Staff recommend that Council pass an amended version of the motion from the Heritage Subcommittee to direct staff to investigate the heritage significance of the properties that have shown interest in designation, and not to the properties rated 10 on the Heritage Register Ranking List attached as Appendix A.

Appendices:

- a. Heritage Register Ranking List

Prepared by,

Chris Roome, MCIP, RPP
Planner
(905) 835-2900 ext. 205
chris.roome@portcolborne.ca

Respectfully submitted,

Denise Landry, MCIP, RPP
Chief Planner
(905) 835-2900 ext. 203
denise.landry@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.



PORT COLBORNE

**PORT COLBORNE HERITAGE
COMMITTEE – Municipal Heritage
Registry Rating List**

Rating System

Ratings for all properties were based primarily on architectural, contextual significance, and condition, as limited historical information was available. Alterations which negatively impacted significant architectural features may have resulted in a lower rating. Year Built did not play a major role in the rating process. For simplification, an alphabetical system may be used in place of the numerical system used. 8-10 = A rating, 5-7 = B rating, 3-4 = C rating, 0-2 = D rating.

Heritage Properties: 8-10 Rating (Should remain on list)

Properties in great-excellent condition and/or with significant historical value and/or architectural features. Includes Designated Properties.

| Street Number | Street Name | Brief Reason | Rating | Year Built | Designated? |
|----------------------|--------------------|--|---------------|-------------------|--------------------|
| 21 | Adelaide | Significant architectural features | 8 | 1875 | No |
| 146 | Bell | Significant architectural features | 8 | 1900 | No |
| 13 | Catharine | Significant architectural features, possible historical value based on location and surrounding properties | 8 | 1895 | No |
| 28 | Catharine | Significant architectural features, possible historical value based on location and surrounding properties | 8 | 1918 | No |
| 29 | Catharine | Significant architectural features, possible historical value based on location and surrounding properties | 8 | 1908 | No |
| 32-34 | Charlotte | Significant architectural features | 8 | 1920 | No |
| 208/210 | Clarence | Significant architectural features | 8 | 1860 | No |
| 1152 | Clark Road | Significant architectural features | 8 | 1816 | No |
| 688 | Elm | Significant architectural features | 8 | 1862 | No |
| 435 | Fares | DeWitt Carter Public School, architectural features, landmark | 8 | 1912 | No |
| 320 | Fielden | Significant architectural features, school | 8 | 1924 | No |
| 77 | Kent | Significant architectural features | 8 | 1900 | No |
| 368 | King | Significant architectural features | 8 | 1873 | No |
| 599 | King | Significant architectural features | 8 | 1880 | No |
| 272 | Lakeshore | Sugarloaf Farm | 8 | 1887 | No |
| 91 | Main St. W | Significant architectural features | 8 | 1874 | No |
| 202 | Main St. W | One of the oldest on the street | 8 | 1860 | No |

| | | | | | |
|------|-------------------|---|---|------|----|
| 220 | Main St. W | Significant architectural features | 8 | 1909 | No |
| 1580 | Miller | Significant architectural features | 8 | 1895 | No |
| 2882 | Miller | Historical Significance (should be verified by museum. See spreadsheet for details) | 8 | 1890 | No |
| 58 | Neff St. | Significant architectural features | 8 | 1910 | No |
| 111 | Oakwood | Significant architectural features | 8 | 1851 | No |
| 76 | Ramey | Significant architectural features | 8 | 1900 | No |
| 3920 | Second Concession | Significant architectural features | 8 | 1880 | No |
| 4838 | Sherkston Rd | Significant architectural features | 8 | 1869 | No |
| 5446 | Skerkston Rd | Significant architectural features | 8 | 1860 | No |
| 65 | Sugarloaf | Significant architectural features | 8 | 1875 | No |
| 49 | Tennessee | Significant architectural features, historical value | 8 | 1890 | No |
| 59 | Tennessee | Significant architectural features, historical value | 8 | 1875 | No |
| 89 | Tennessee | Significant architectural features, historical value | 8 | 1880 | No |
| 101 | Tennessee | Significant architectural features, historical value | 8 | 1880 | No |
| 113 | Tennessee | Significant architectural features, historical value | 8 | 1890 | No |
| 133 | Tennessee | Significant architectural features, historical value | 8 | 1910 | No |
| 1742 | Third Concession | Significant architectural features, Bethel United Church | 8 | 1883 | No |
| 736 | Weaver | Possible historical value due to its age, architectural features | 8 | 1831 | No |
| 56 | West | Significant architectural features, contextual & historical value | 8 | 1890 | No |
| 62 | West | Significant architectural features, contextual & historical value | 8 | 1850 | No |
| 192 | West | Significant architectural features, contextual & historical value | 8 | 1852 | No |
| 183 | Borden | Significant architectural features, historical value | 9 | 1862 | |
| 326 | Catharine | Significant architectural features | 9 | 1910 | No |
| 1739 | Killaly St. East | Significant architectural features | 9 | 1875 | No |
| 354 | King | Significant architectural features | 9 | 1917 | No |
| 632 | King | Significant architectural features | 9 | 1875 | No |
| 106 | Main St. West | Significant architectural features | 9 | 1875 | No |
| 115 | Main St. West | Significant architectural features | 9 | 1875 | No |
| 130 | Main St. West | Significant architectural features | 9 | 1862 | No |
| 207 | Main St. West | Significant architectural features | 9 | 1870 | No |
| 19 | Tennessee | Significant architectural features, historical value | 9 | 1912 | No |

| | | | | | |
|---------|------------------|---|----|------|-----|
| 33 | Tennessee | Significant architectural features, historical value | 9 | 1875 | No |
| 34 | Tennessee | Significant architectural features, historical value | 9 | 1890 | No |
| 158 | West | Significant architectural features, contextual & historical value | 9 | 1869 | No |
| 188/190 | West | Significant architectural features, contextual & historical value | 9 | 1869 | No |
| 196 | West | Significant architectural features, historical value, Wicken's Building | 9 | 1920 | No |
| 260 | West | Significant architectural features, contextual & historical value | 9 | 1875 | No |
| 14 | Catharine | Designated, historical value, significant architectural features | 10 | 1890 | Yes |
| 55 | Charlotte | St. James Anglican Church, significant architectural features, Landmark | 10 | 1916 | No |
| 2703 | Chippawa | Designated, Historical value, architectural features | 10 | 1915 | Yes |
| 296 | Fielden | Designated, Roselawn Centre, historical value, significant architectural features | 10 | 1866 | Yes |
| 1001 | Firelane 1 | Chew House/ William Brown House Significant architectural features | 10 | 1948 | Yes |
| 269 | Killaly St. West | Designated, Old Mennonite Church, historical value, significant architectural features | 10 | 1890 | Yes |
| 44 | King | Significant Architectural Features, Likely historical value | 10 | 1860 | No |
| 123 | King | St. Patrick's Catholic Church, Significant Architectural Features, landmark | 10 | 1869 | No |
| 280 | King | Historical & Marine Museum, historical value, significant architectural features | 10 | 1869 | No |
| 322 | King | Designated, Ingleside House, Significant architectural features | 10 | 1866 | Yes |
| 380 | King | Designated, Significant architectural features | 10 | 1909 | Yes |
| 239 | King | Federally Designated, Significant Historical Value, One of the earliest remaining examples of a building constructed specifically for automobiles | 10 | 1925 | Yes |

| | | | | | |
|---------|-------------------|--|----|------|-----|
| 518 | King | Designated, significant architectural features, historical value | 10 | 1863 | Yes |
| 76 | Main St. West | Designated, Humberstone town hall, significant historical value & architectural features | 10 | 1852 | Yes |
| 145 | Main St. West | Designated, Architectural features, historical value | 10 | 1872 | Yes |
| 155 | Main St. West | Designated, architectural features, historical value | 10 | 1896 | Yes |
| 50 | Neff St. | Significant architectural features, age | 10 | 1848 | No |
| 5222 | Second Concession | Significant architectural features, historical value, age | 10 | 1837 | No |
| 1271 | Sherk | Designated, significant architectural features | 10 | 1875 | Yes |
| 210 | Steel | Steel Street School, Significant Architectural features, landmark, historical value | 10 | 1915 | No |
| 334 | Sugarloaf | Designated, Tennessee Gates | 10 | | Yes |
| 3 | Tennessee | Designated, Tennessee Gates | 10 | | Yes |
| 19 | Tennessee | Old Casino House, Historical value, Significant architectural features | 10 | 1912 | No |
| 212/214 | West | Designated, significant architectural features, contextual & historical value | 10 | 1929 | Yes |

Heritage Properties: 5-7 Rating (Could remain on list if found to be historically significant)

Properties in good condition, with relatively significant architectural features. Should be reviewed for historical value. None of these properties are designated.

| Street Number | Street Name | Brief reason for rating | Rating | Year Built |
|---------------|--------------|---|--------|------------|
| 621 | Cedar Bay Rd | Architectural features, check for historical value, good condition | 7 | 1875 |
| 352 | Chippawa Rd | Significant historical value as described by owner, should be reviewed by staff, see spreadsheet for info, farm | 7 | 1880 |
| 1024 | Chippawa Rd | Architectural features, check for historical value, farm | 7 | 1850 |
| 1245 | Chippawa Rd | Architectural features, check for historical features, rural property | 7 | 1885 |
| 216 | Clarence | Architectural features, check for historical features | 7 | 1890 |
| 232 | Clarence | Architectural features, check for historical features | 7 | 1904 |

| | | | | |
|-------|-------------------|--|---|-----------|
| 75 | Colborne | One of the oldest buildings in this neighbourhood, check for historical features | 7 | 1894 |
| 238 | Fielden | Architectural features, check for historical value | 7 | 1873 |
| 592 | Fielden | Oldest on Street, architectural features | 7 | 1880 |
| 730 | Fielden | Architectural features | 7 | 1890 |
| 3757 | Forkes | Architectural features, good-great condition | 7 | 1883 |
| 770 | Hwy 3 E | Architectural features | 7 | 1899 |
| 2665 | Hwy 3 E | Architectural features, good condition | 7 | 1888 |
| 2702 | Hwy 3 E | Architectural features | 7 | 1890 |
| 2790 | Hwy 3 E | Architectural features | 7 | 1865 |
| 65 | Kent | Architectural features | 7 | 1870 |
| 115 | Kent | Architectural features | 7 | 1907 |
| 123 | Kent | Architectural features | 7 | 1905 |
| 29/31 | Killaly St. West | Architectural features | 7 | 1900 |
| 171 | Killaly St. West | Architectural features | 7 | 1863 |
| 239 | King | Architectural features | 7 | 1925 |
| 593 | King | Architectural features | 7 | 1860 |
| 646 | King | Architectural features | 7 | 1860 |
| 27 | Main St. West | Architectural features | 7 | 1902 |
| 1359 | Miller | Architectural features | 7 | 1901 |
| 86/88 | Neff St. | Architectural features | 7 | 1860 |
| 16 | Park | Architectural features, oldest on street | 7 | 1840 |
| 26 | Park | Architectural features | 7 | 1855 |
| 30 | Park | Architectural features | 7 | 1855 |
| 44 | Park | Architectural features | 7 | 1870 |
| 72 | Ramey | Architectural features | 7 | 1854 |
| 3288 | Second Concession | Architectural features | 7 | 1870 |
| 5966 | Sherkston Rd | Architectural features | 7 | 1850 |
| 86 | Silver | Architectural features | 7 | 1890 |
| 228 | Steele | Architectural features | 7 | 1886 |
| 25 | Sugarloaf | Architectural features | 7 | 1868 |
| 105 | Tennessee | Architectural features, could have historical value | 7 | 1890 |
| 109 | Tennessee | Architectural features, could have historical value | 7 | 1890 |
| 119 | Tennessee | Architectural features, could have historical value | 7 | 1880 |
| 125 | Tennessee | Architectural features, could have historical value | 7 | 1890 |
| 2352 | Third Concession | Architectural features | 7 | 1840/1906 |
| 12 | Walnut | Architectural features | 7 | 1912 |
| 136 | West | Architectural features | 7 | 1892 |

| | | | | |
|---------|------------------|---|---|------|
| 140 | West | Architectural features | 7 | 1890 |
| 144 | West | Architectural features | 7 | 1911 |
| 152 | West | Architectural features | 7 | 1895 |
| 1715 | White | Architectural features | 7 | 1916 |
| 3670 | Yager | Architectural features | 7 | 1870 |
| 1623 | Brookfield | Architectural features | 7 | 1870 |
| 25 | Canal Bank | Architectural features | 6 | 1880 |
| 262 | Catharine | Significant architectural features, however addition hides some significant features, see spreadsheet for details | 6 | 1885 |
| 666 | Cedar Bay Rd | Architectural features | 6 | 1900 |
| 67 | Clarence | Architectural features, alterations affecting some features | 6 | 1923 |
| 178 | Clarence | Architectural features | 6 | 1878 |
| 2739 | Highway 3 | Architectural features | 6 | 1875 |
| 5346 | Highway 3 | Architectural features | 6 | 1875 |
| 114 | Kent | Architectural features | 6 | 1909 |
| 185 | Killaly St West | Architectural features | 6 | 1850 |
| 143 | King | Architectural features | 6 | 1900 |
| 150 | King | Architectural features | 6 | 1897 |
| 172 | King | Architectural features | 6 | 1901 |
| 422 | King | Architectural features | 6 | 1926 |
| 548/550 | King | Architectural features | 6 | 1950 |
| 626 | King | Architectural features | 6 | 1917 |
| 640 | King | Architectural features | 6 | 1875 |
| 5100 | Lever | Architectural features, good condition | 6 | 1880 |
| 255 | Main St. W | Architectural features | 6 | 1913 |
| 360 | Main St. W | Architectural features | 6 | 1865 |
| 2506 | Miller | Architectural features | 6 | 1893 |
| 1402 | Neff Rd | Architectural features, good condition | 6 | 1880 |
| 736 | Pinecrest | Architectural features, check for historical significance | 6 | 1899 |
| 57 | Pine | Architectural features | 6 | 1869 |
| 178 | Steele | Architectural features | 6 | 1909 |
| 83 | Tennessee | Architectural features | 6 | 1890 |
| 91 | Tennessee | Architectural features | 6 | 1880 |
| 1795 | Third Concession | Architectural features, should be reviewed for historical value | 6 | 1850 |
| 856 | Weaver | Architectural features | 6 | 1890 |
| 70 | West | Architectural features | 6 | 1890 |
| 146 | West | Architectural features | 6 | 1900 |
| 148 | West | Architectural features | 6 | 1924 |
| 176 | West | Architectural features | 6 | 1974 |
| 182 | West | Architectural features | 6 | 1900 |
| 3980 | Wilhelm | Architectural features | 6 | 1880 |
| 895 | Wyldeewood | Architectural features | 6 | 1880 |
| 66 | Adelaide | Architectural features | 5 | 1875 |

| | | | | |
|---------------------------|-------------------|--|-----|------|
| 67 | Adelaide | Architectural features | 5 | 1870 |
| 245 | Bell | Architectural features | 5 | 1880 |
| 136 | Catharine | Architectural features | 5 | 1910 |
| 153 | Chippawa | Architectural features | 5 | 1910 |
| 572 | Chippawa | Architectural features | 5 | 1850 |
| 975 | Chippawa | Architectural features | 5 | 1913 |
| 1445 | Chippawa | Architectural features | 5 | 1884 |
| 1 | Clarence | Architectural features, should be checked for historical value | 5 | 1928 |
| 264 | Clarence | Architectural features | 5 | 1877 |
| 302/304 | Clarence | Architectural features | 5 | 1906 |
| 15 | David | Architectural features | 5 | 1912 |
| Port Colborne High School | Elgin | Possible historical & contextual significant | 5 | 1923 |
| 69 | Elgin | Architectural features | 5 | 1910 |
| 56 | Elm | Architectural features | 5 | 1893 |
| 825 | Elm | Architectural features | 5 | 1885 |
| 532 | Empire | Architectural features | 5 | 1890 |
| 367 | Fares | Architectural features | 5 | 1904 |
| 447 | Fares | Architectural features | 5 | 1885 |
| 41 | George | Architectural features | 5 | 1900 |
| 1331 | Hwy 3 E | Architectural features | 5 | 1900 |
| 2309 | Hwy 3 E | Architectural features, great condition | 5 | 1898 |
| 2935 | Hwy 3 E | Architectural features | 5 | 1880 |
| 4109 | Hwy 3 E | Architectural features | 5 | 1880 |
| 109 | Kent | Architectural features | 5 | 1903 |
| 1193 | Killaly St E | Architectural features | 5 | 1906 |
| 86 | King | Architectural features | 4-5 | 1872 |
| 87 | King | Architectural features | 4-5 | 1865 |
| 215 | King | Architectural features | 5 | 1870 |
| 524 | King | Architectural features | 5 | 1908 |
| 530 | King | Architectural features | 5 | 1910 |
| 602 | King | Architectural features | 5 | 1911 |
| 761 | King | Architectural features | 5 | 1900 |
| 121/123 | Lakeshore | Architectural features | 5 | 1880 |
| 606 | Lorraine | Architectural features | 5 | 1880 |
| 100 | Main St. West | Architectural features | 5 | 1875 |
| 223 | Main St. West | Architectural features | 5 | 1887 |
| 36 | McCain | Architectural features | 5 | 1860 |
| 5591 | Michener | Architectural features | 5 | 1863 |
| 3104 | Miller | Architectural features | 5 | 1860 |
| 165 | Neff | Architectural features | 4-5 | 1880 |
| 22 | Park | Architectural features | 5 | 1875 |
| 34 | Park | Architectural features | 5 | 1870 |
| 566 | Pleasant Beach | Architectural features | 5 | 1875 |
| 591 | Pleasant Beach | Architectural features | 5 | 1875 |
| 5167 | Second Concession | Architectural features | 5 | 1875 |

| | | | | |
|------|-------------------|------------------------|---|------|
| 5625 | Second Concession | Architectural features | 5 | 1865 |
| 5212 | Sherkston | Architectural features | 5 | 1860 |
| 20 | Steele | Architectural features | 5 | 1865 |
| 21 | Sugarloaf | Architectural features | 5 | 1868 |
| 51 | Sugarloaf | Architectural features | 5 | 1924 |
| 77 | Sugarloaf | Architectural features | 5 | 1880 |
| 90 | Sugarloaf | Architectural features | 5 | 1868 |
| 1870 | Third Concession | Architectural features | 5 | 1865 |
| 2784 | Third Concession | Architectural features | 5 | 1868 |
| 1152 | Troup | Architectural features | 5 | 1870 |
| 1170 | Troup | Architectural features | 5 | 1870 |
| 94 | Victoria | Architectural features | 5 | 1865 |
| 108 | Victoria | Architectural features | 5 | 1908 |
| 162 | West | Architectural features | 5 | 1926 |
| 256 | West | Architectural features | 5 | 1924 |
| 1866 | West | Architectural features | 5 | 1860 |
| 2464 | White | Architectural features | 5 | 1900 |

0-4 Rating

3-4:

Little significant architectural features, and/or in fair-good condition.

| Street Number | Street | Brief reason for rating | Rating | Year Built |
|---------------|-----------|--|--------|------------|
| 310 | Catharine | Few significant architectural features, good condition | 4 | 1876 |
| 358 | Catharine | Few significant architectural features, good condition | 4 | 1905 |
| 42 | Charles | Few significant architectural features, good condition | 4 | 1900 |
| 44 | Charles | Few significant architectural features, good condition | 4 | 1922 |
| 17 | Charlotte | Few significant architectural features, good condition | 4 | 1860 |
| 112 | Charlotte | Few significant architectural features, good condition | 4 | 1890 |
| 205 | Chippawa | Few significant architectural features, good condition | 3-4 | 1901 |
| 1246 | Chippawa | Few significant architectural features, good condition | 4 | 1860 |
| 57 | Delhi | Few significant architectural features, good condition | 4 | 1875 |
| 252 | Division | Few significant architectural features, good condition | 4 | 1900 |
| 63 | Elgin | Few significant architectural features, good condition | 4 | 1910 |

| | | | | |
|-------|-------------------------------|---|---|------|
| 610 | Elm | Few significant architectural features, good condition | 4 | 1875 |
| 625 | Elm | Few significant architectural features, good condition | 4 | 1910 |
| 83 | Erie | Few significant architectural features, good condition | 4 | 1900 |
| 227 | Fares | Few significant architectural features, good condition | 4 | 1910 |
| 329 | Fares | Few significant architectural features, good condition | 4 | 1890 |
| 349 | Fares | Few significant architectural features, good condition | 4 | 1850 |
| 379 | Fares | Few significant architectural features, good condition | 4 | 1875 |
| 252 | Fielden | Few significant architectural features, good condition | 4 | 1882 |
| 547 | Fielden | Few significant architectural features, good condition | 4 | 1900 |
| 550 | Fielden | Few significant architectural features, good condition | 4 | 1860 |
| 4261 | Forkes | Few significant architectural features, poor condition | 4 | 1890 |
| 76/80 | Fraser | Few significant architectural features, good condition | 4 | 1879 |
| 698 | Hwy 3 West (Main St. West) | Few significant architectural features, good condition | 4 | 1880 |
| 2652 | Hwy 3 | Few significant architectural features, fair condition | 4 | 1904 |
| 3493 | Hwy 3 | Few significant architectural features, poor-fair condition | 4 | 1880 |
| 19-21 | Kent | Few significant architectural features, good condition | 4 | 1910 |
| 52 | Kent | Few significant architectural features, good condition | 4 | 1885 |
| 56 | Kent | Few significant architectural features, good condition | 4 | 1880 |
| 110 | Kent | Few significant architectural features, good condition | 4 | 1910 |
| 149 | Killaly St. West | Few significant architectural features, good condition | 4 | 1890 |
| 157 | Killaly St. West | Few significant architectural features, good condition | 4 | 1902 |
| 211 | Killaly St. West | Few significant architectural features, good condition | 4 | 1865 |
| 164 | King | Few significant architectural features, fair - good condition | 4 | 1867 |
| 547 | King | Few significant architectural features, fair condition | 4 | 1905 |
| 693 | King | Few significant architectural features, good condition | 4 | 1900 |

| | | | | |
|------|------------------|--|---|------|
| 725 | King | Few significant architectural features, good condition | 4 | 1902 |
| 748 | King | Few significant architectural features, fair-good condition | 4 | 1885 |
| 755 | King | Few significant architectural features, good condition | 4 | 1900 |
| 4841 | Lever | Few significant architectural features, addition, good condition | 4 | 1890 |
| 5245 | Lever | Few significant architectural features, addition, good condition | 4 | 1880 |
| 53 | Main St West | Few significant architectural features, good condition | 4 | 1910 |
| 120 | Main St. West | Few significant architectural features, good condition | 4 | 1870 |
| 247 | Main St. West | Few significant architectural features, good condition | 4 | 1890 |
| 357 | Main St. West | Few significant architectural features, good condition | 4 | 1900 |
| 226 | Mellanby | Few significant architectural features, good condition | 4 | 1880 |
| 2575 | Miller | Few significant architectural features, good condition | 4 | 1880 |
| 35 | Pine | Few significant architectural features, fair-good condition | 4 | 1908 |
| 34 | Ramey | Few significant architectural features, good condition | 4 | 1904 |
| 5031 | Sherkston | Few significant architectural features, poor-fair condition, house was condemned in 1972 | 4 | 1850 |
| 5420 | Sherkston | Few significant architectural features, good condition | 4 | 1850 |
| 64 | Steele | Few significant architectural features, good condition | 4 | 1900 |
| 86 | Steele | Few significant architectural features, good condition | 4 | 1918 |
| 108 | Sugarloaf | Few significant architectural features, good condition | 4 | 1890 |
| 2148 | Third Concession | Few significant architectural features, good condition | 4 | 1870 |
| 49 | Victoria | Few significant architectural features, good condition | 4 | 1865 |
| 95 | Victoria | Few significant architectural features, good condition | 4 | 1914 |
| 266 | West | Few significant architectural features, good condition | 4 | |
| 55 | Adelaide | Few significant architectural features, fair condition | 3 | 1880 |
| 79 | Adelaide | Few significant architectural features, fair condition | 3 | 1880 |
| 109 | Adelaide | Few significant architectural features, good condition | 3 | 1902 |

| | | | | |
|------|------------|---|---|------|
| 115 | Adelaide | Few significant architectural features, fair condition | 3 | 1890 |
| 167 | Ash | Few significant architectural features, good condition | 3 | 1890 |
| 25 | Beech | Few significant architectural features, good condition | 3 | 1910 |
| 160 | Bell | Few significant architectural features, fair condition | 3 | 1895 |
| 1 | Borden | Few significant architectural features, fair condition | 3 | 1863 |
| 133 | Borden | Few significant architectural features, great condition | 3 | 1890 |
| 35 | Canal Bank | Few significant architectural features, fair condition | 3 | 1910 |
| 37 | Canal Bank | Few significant architectural features, good condition | 3 | 1877 |
| 133 | Catharine | Few significant architectural features, fair condition | 3 | 1870 |
| 172 | Catharine | Few significant architectural features, fair condition | 3 | 1910 |
| 304 | Catharine | Few significant architectural features, fair condition | 3 | 1880 |
| 66 | Charles | Few significant architectural features, fair condition | 3 | 1895 |
| 20 | Charlotte | Few significant architectural features, fair-good condition | 3 | 1910 |
| 169 | Charlotte | Few significant architectural features, good condition | 3 | 1890 |
| 205 | Chippawa | Few significant architectural features, good condition | 3 | 1901 |
| 998 | Chippawa | Few significant architectural features, fair - good condition | 3 | 1852 |
| 2831 | Chippawa | Few significant architectural features, good condition | 3 | 1870 |
| 2950 | Chippawa | Few significant architectural features, fair condition | 3 | 1860 |
| 24 | Church | Few significant architectural features, fair condition | 3 | 1899 |
| 28 | Church | Few significant architectural features, fair condition | 3 | 1910 |
| 78 | Clarence | Few significant architectural features, good condition | 3 | 1870 |
| 170 | Clarence | Few significant architectural features, good condition | 3 | 1904 |
| 217 | Clarence | Few significant architectural features, fair-good condition | 3 | 1907 |
| 78 | Elm | Few significant architectural features, good condition | 3 | 1895 |
| 82 | Elm | Few significant architectural features, good condition | 3 | 1895 |

| | | | | |
|--------|-----------------|---|---|------|
| 187 | Erie | Few significant architectural features, good condition | 3 | 1880 |
| 120 | Fares | Few significant architectural features, good condition | 3 | 1890 |
| 126 | Fares | Few significant architectural features, fair condition | 3 | 1890 |
| 216 | Fares | Few significant architectural features, good condition | 3 | 1917 |
| 222 | Fares | Few significant architectural features, good condition | 3 | 1913 |
| 272 | Fares | Few significant architectural features, fair condition | 3 | 1917 |
| 277 | Fares | Few significant architectural features, fair condition | 3 | 1870 |
| 283 | Fares | Few significant architectural features, fair condition | 3 | 1880 |
| 557 | Fielden | Few significant architectural features, fair - good condition | 3 | 1900 |
| 583 | Fielden | Few significant architectural features, fair - good condition | 3 | 1880 |
| 605 | Fielden | Few significant architectural features, fair condition | 3 | 1880 |
| 33 | George | Few significant architectural features, good condition | 3 | 1902 |
| 34 | George | Few significant architectural features, fair condition | 3 | 1896 |
| 1326/9 | Hwy 3 E | Few significant architectural features, fair condition | 3 | 1912 |
| 4181 | Hwy 3 E | Few significant architectural features, good condition | 3 | 1880 |
| 22 | Kent | Few significant architectural features, good condition | 3 | 1890 |
| 57 | Kent | Few significant architectural features, fair condition | 3 | 1900 |
| 66 | Kent | Few significant architectural features, fair condition | 3 | 1895 |
| 93/95 | Kent | Few significant architectural features, good condition | 3 | 1900 |
| 94/96 | Kent | Few significant architectural features, good condition | 3 | 1907 |
| 101 | Kent | Few significant architectural features, good condition | 3 | 1902 |
| 104 | Kent | Few significant architectural features, good condition | 3 | 1907 |
| 741 | Killaly St East | Few significant architectural features, good condition | 3 | 1870 |
| 62 | King | Few significant architectural features, fair condition | 3 | 1866 |
| 101 | King | Few significant architectural features, good condition | 3 | 1877 |

| | | | | |
|-----|---------------|---|---|---------------------------|
| 134 | King | Few significant architectural features, good condition | 3 | 1890 |
| 265 | King | Few significant architectural features, good condition | 3 | 1925 |
| 537 | King | Few significant architectural features, good condition | 3 | 1895 |
| 613 | King | Few significant architectural features, good condition | 3 | 1919 |
| 665 | King | Few significant architectural features, good condition | 3 | 1890 |
| 688 | King | Few significant architectural features, fair condition | 3 | 1890 |
| 740 | King | Few significant architectural features, fair - good condition | 3 | 1862 |
| 765 | King | Few significant architectural features, fair condition | 3 | 1900 |
| 774 | King | Few significant architectural features, fair condition | 3 | 1894 (date of completion) |
| 783 | King | Few significant architectural features, fair condition | 3 | 1890 |
| 821 | King | Few significant architectural features, good condition | 3 | 1860 |
| 650 | Lorraine | Few significant architectural features, good condition | 3 | 1871 |
| 45 | Main St. West | Few significant architectural features, good condition | 3 | 1912 |
| 85 | Main St. West | Few significant architectural features, good condition | 3 | 1902 |
| 124 | Main St. West | Few significant architectural features, fair-good condition | 3 | 1896 |
| 189 | Main St. West | Few significant architectural features, good condition | 3 | 1877 |
| 196 | Main St. West | Few significant architectural features, good condition | 3 | 1880 |
| 229 | Main St. West | Few significant architectural features, good condition | 3 | 1890 |
| 296 | Main St. West | Few significant architectural features, good condition | 3 | 1880 |
| 354 | Main St. West | Few significant architectural features, good condition | 3 | 1905 |
| 38 | McCain | Few significant architectural features, fair - good condition | 3 | 1880 |
| 62 | McCain | Few significant architectural features, good condition | 3 | 1900 |
| 249 | Mellanby | Few significant architectural features, fair condition | 3 | 1884 |
| 146 | Neff | Few significant architectural features, good condition | 3 | 1902 |
| 149 | Neff | Few significant architectural features, good condition | 3 | 1906 |

| | | | | |
|---------|------------------|---|-------|------|
| 164 | Neff | Few significant architectural features, fair - good condition | 3 | 1905 |
| 25 | Nickel | Few significant architectural features, fair condition | 3 | 1910 |
| 150 | Omer | Few significant architectural features, fair - good condition | 3 | 1890 |
| 34 | Pine | Few significant architectural features, good condition | 3 | 1908 |
| 42 | Pine | Few significant architectural features, good condition | 3 | 1906 |
| 484 | Pleasant Beach | Few significant architectural features, good condition | 3 | 1890 |
| 83 | Rodney | Few significant architectural features, good condition | 3 | 1914 |
| 5080 | Sherkston | Few significant architectural features, fair condition, could be historically significant | 3 | 1825 |
| 34 | Steele | Few significant architectural features, good condition | 3 | 1885 |
| 87 | Sugarloaf | Few significant architectural features, good condition | 3 | 1890 |
| 100 | Sugarloaf | Few significant architectural features, good condition | 3 | 1910 |
| 117 | Sugarloaf | Few significant architectural features, good condition | 3 | 1867 |
| 1598 | Third Concession | Few significant architectural features, fair condition | 2 - 3 | 1870 |
| 5262 | Third Concession | Few significant architectural features, good condition | 3 | 1877 |
| 26 | Victoria | Few significant architectural features, fair - good condition | 3 | 1867 |
| 50 | Victoria | Few significant architectural features, good condition | 3 | 1880 |
| 60 | Victoria | Few significant architectural features, good condition | 3 | 1910 |
| 64 | Victoria | Few significant architectural features, good condition | 3 | 1870 |
| 90 | Victoria | Few significant architectural features, fair condition | 3 | 1880 |
| 113 | Victoria | Few significant architectural features, fair - good condition | 3 | 1890 |
| 77 | Welland | Few significant architectural features, good condition | 3 | 1875 |
| 203 | Welland | Few significant architectural features, poor condition | 3 | 1875 |
| 172/174 | West | Few significant architectural features, poor-fair condition | 3 | 1910 |

0-2 Rating

Little to no significant architectural features and/or in poor-fair condition. Could be removed from the list unless found to be historically significant.

| Street Number | Street Name | Brief reason for rating | Rating | Year Built |
|----------------------|--------------------|--|---------------|-------------------|
| 27 | Adelaide | No significant architectural features, fair condition | 2 | 1895 |
| 87 | Adelaide | No significant architectural features, good condition | 2 | 1880 |
| 14 | Beech | No significant architectural features, good condition | 2 | 1900 |
| 206 | Bell | No significant architectural features, fair condition | 2 | 1924 |
| 45 | Canal Bank | Little significant architectural features, poor-fair condition | 2 | 1890 |
| 90 | Catharine | Little significant architectural features, good condition | 2 | 1880 |
| 96 | Catharine | Little significant architectural features, good condition | 2 | 1880 |
| 140 | Catharine | Little significant architectural features, fair-good condition | 2 | 1890 |
| 21 | Charlotte | Little significant architectural features, good condition | 2 | 1880 |
| 128 | Davis | Little significant architectural features, fair condition | 2 | 1909 |
| 102 | Elm | No significant architectural features, fair-good condition | 2 | 1890 |
| 114 | Elm | Little significant architectural features, good condition | 2 | 1885 |
| 262 | Elm | No significant architectural features, fair condition | 2 | 1881 |
| 795 | Elm | Little significant architectural features, good condition | 2 | 1880 |
| 803 | Elm | Little significant architectural features, good condition | 2 | 1870 |
| 173 | Erie | Little significant architectural features, fair condition | 2 | 1900 |
| 183 | Erie | No significant architectural features, good condition | 2 | 1880 |
| 247 | Fares | No significant architectural features, fair condition | 2 | 1911 |
| 257 | Fares | Little significant architectural features, fair condition | 2 | 1916 |
| 292 | Fares | No significant architectural features, good condition | 2 | 1900 |
| 62 | George | No significant architectural features, good condition | 2 | 1890 |
| 3436 | Hwy 3 | Little significant architectural features, good condition, less than 100 years old | 2 | 1936 |

| | | | | |
|---------|------------------|--|---|------|
| 48 | Kent | No significant architectural features, fair condition | 2 | 1880 |
| 60 | Kent | Little significant architectural features, good condition | 2 | 1895 |
| 327 | Killaly St. East | No significant architectural features, fair-good condition | 2 | 1850 |
| 104 | King | Little significant architectural features, fair-good condition | 2 | 1870 |
| 112 | King | Little significant architectural features, fair-good condition | 2 | 1870 |
| 120/124 | King | Little significant architectural features, good condition | 2 | 1860 |
| 126 | King | No significant architectural features, fair-good condition | 2 | 1870 |
| 137 | King | No significant architectural features, good condition | 2 | 1888 |
| 675 | King | No Significant architectural features, good-fair condition | 2 | 1890 |
| 698 | King | No Significant architectural features, fair condition | 2 | 1885 |
| 747 | King | No significant architectural features, fair condition | 2 | 1902 |
| 771 | King | No significant architectural features, fair condition | 2 | 1870 |
| 782 | King | No significant architectural features, fair condition | 2 | 1860 |
| 786 | King | No significant architectural features, fair condition | 2 | 1890 |
| 37 | Main St. West | No significant architectural features, good condition | 2 | 1902 |
| 56 | Main St. West | No significant architectural features, good condition | 2 | 1912 |
| 142 | Main St. West | No significant architectural features, good-fair condition | 2 | 1885 |
| 237 | Main St. West | No significant architectural features, good condition | 2 | 1860 |
| 46 | Main St. West | No significant architectural features, good condition | 2 | 1880 |
| 168 | Mellanby | Little significant architectural features, fair condition | 2 | 1900 |
| 231 | Mellanby | No significant architectural features, good condition | 2 | 1905 |
| 181 | Mitchell | Little significant architectural features, fair condition | 2 | 1908 |
| 210 | Mitchell | Little significant architectural features, fair condition | 2 | 1880 |
| 234 | Mitchell | No significant architectural features, fair condition | 2 | 1880 |
| 265 | Mitchell | No significant architectural features, fair condition | 2 | 1916 |

| | | | | |
|------|------------------|--|---|------|
| 274 | Mitchell | No significant architectural features, fair condition | 2 | 1890 |
| 337 | Mitchell | No significant architectural features, good condition | 2 | 1880 |
| 41 | Pine | Little significant architectural features, good condition | 2 | 1890 |
| 110 | St. Arnaud | No significant architectural features, good condition | 2 | 1880 |
| 1598 | Third Concession | No significant architectural features, fair condition | 2 | 1870 |
| 43 | Union | Little significant architectural features, fair condition | 2 | 1900 |
| 59 | Victoria | No significant architectural features, fair condition | 2 | 1880 |
| 86 | Victoria | No significant architectural features, good condition | 2 | 1880 |
| 117 | Victoria | Little significant architectural features, poor-fair condition | 2 | 1890 |
| 118 | Victoria | No significant architectural features, fair-good condition | 2 | 1885 |
| 18 | Wallace | Little significant architectural features, good condition | 2 | 1890 |
| 63 | Welland | No significant architectural features, fair condition | 2 | 1903 |
| 83 | Welland | No significant architectural features, fair condition | 2 | 1875 |
| 95 | Welland | No significant architectural features, good condition | 2 | 1895 |
| 155 | Welland | Little significant architectural features, fair condition | 2 | 1890 |
| 165 | Welland | No significant architectural features, fair condition | 2 | 1890 |
| 173 | Welland | No significant architectural features, fair condition | 2 | 1890 |
| 177 | Welland | No significant architectural features, fair condition | 2 | 1875 |
| 247 | Welland | No significant architectural features, fair condition | 2 | 1900 |
| 289 | Welland | No significant architectural features, fair condition | 2 | 1875 |
| 293 | Welland | No significant architectural features, fair condition | 2 | 1880 |
| 323 | Welland | No significant architectural features, fair condition | 2 | 1890 |
| 327 | Welland | Little significant architectural features, fair condition | 2 | 1875 |
| 331 | Welland | No significant architectural features, fair condition | 1 | 1880 |
| 50 | Charlotte | Addition that negatively altered the architectural features | 1 | 1890 |

| | | | | |
|---------|-----------|--|---|------|
| 54 | Charlotte | Addition that negatively altered the architectural features | 1 | 1896 |
| 2/12/14 | Charlotte | Less than 100 years old, no significant architectural features | 1 | 1953 |
| 346 | Davis | Less than 100 years old, no significant architectural features | 1 | 1926 |
| 93 | Durham | No significant architectural features, poor condition | 1 | 1900 |
| 101 | Durham | Very poor condition, no architectural features | 1 | 1895 |
| 129 | Durham | Very poor condition, no architectural features, less than 100 years old | 1 | 1927 |
| 159 | Durham | Poor condition, no architectural features | 1 | 1910 |
| 184 | Fares | Less than 100 years old, little significant architectural features, fair condition | 1 | 1929 |
| 625 | King | Addition that negatively altered the architectural features | 1 | 1876 |
| 803 | King | Less than 100 years old, poor condition | 1 | 1947 |
| 605/607 | King | Less than 100 years old, no architectural features | 1 | 1928 |
| 209 | Mitchell | No significant architectural features, poor condition | 1 | 1880 |
| 311 | Mitchell | Addition that negatively altered the features of the building | 1 | 1896 |
| 663 | Pinecrest | Dwelling less than 100 years old, barns and sheds built in the late 1800's | 1 | 1994 |
| 43 | Welland | No significant features, poor condition | 1 | 1880 |
| 49 | Welland | No significant features, poor condition | 1 | 1919 |
| 185 | Welland | No significant features, poor condition | 1 | 1885 |

0 Rating

Addresses that do not exist or building has been demolished – Remove from list

| Street Number | Street Name | Reason for distinction | Rating |
|---------------|-------------|--|--------|
| 21 | Adelaide | Moved to 60 Adelaide, keep 60 Adelaide | 0 |
| 264 | Barrick | Address does not exist | 0 |
| 315 | Barrick | Address does not exist | 0 |
| 5251 | Beach Rd | Vacant Lot | 0 |
| 3986 | Brookfield | Address does not exist | 0 |
| 206 | Catharine | Address does not exist | 0 |

| | | | |
|--------|---------------|---|---|
| 254 | Catharine | Address does not exist | 0 |
| 29-33 | Charlotte | Now a park | 0 |
| 56 | Charlotte | Address does not exist | 0 |
| 119 | Charlotte | Address does not exist | 0 |
| 122 | Charlotte | Address does not exist | 0 |
| 473 | Davis | Address does not exist | 0 |
| 133 | Durham | Vacant Lot | 0 |
| 731 | Empire | Address does not exist | 0 |
| 220 | Empire | New Built | 0 |
| 55 | Fares | Vacant Lot | 0 |
| 163 | Fares | New build, original torn down, lot address now changed to 37 Mitchell | 0 |
| 1097 | Highway 3 | Address does not exist | 0 |
| 3278 | Highway 3 | Address does not exist | 0 |
| 8 – 10 | Kent | Address does not exist | 0 |
| 398 | Killaly St. E | Vacant commercial land | 0 |
| 758 | Killaly St. E | Vacant Lot | 0 |
| 770 | Killaly St. E | Address does not exist | 0 |
| 1379 | Killaly St. E | New build, 2021 | 0 |
| 1627 | Killaly St. E | Less than 100 years old, built 1976 | 0 |
| 135 | Killaly St. W | Address does not exist | 0 |
| 138 | King | Less than 100 years old, built 1989 | 0 |
| 180 | King | Vacant Lot | 0 |
| 521 | King | Less than 100 years old, built 1987 | 0 |
| 561 | King | Address does not exist, old bowling alley | 0 |
| 620 | King | Less than 100 years old, built 1977 | 0 |
| 664 | King | Demolished | 0 |
| 707 | King | Address does not exist | 0 |
| 720 | King | Demolished | 0 |
| 791 | King | Address does not exist | 0 |
| 773 | King | Built 1986 | 0 |
| 708 | Lorraine | Vacant Lot | 0 |
| 854 | Lorraine | Address does not exist | 0 |
| 105 | Main St. West | No building on lot – parking lot | 0 |
| 114 | Main St. West | Vacant Lot | 0 |
| 129 | Main St. West | Less than 100 years old, built 1978 | 0 |
| 185 | Main St. West | Address does not exist | 0 |
| 201 | Main St. West | Address does not exist | 0 |
| 256 | Main St. West | Address does not exist | 0 |
| 280 | Main St. West | Address does not exist | 0 |
| 507 | Michael | Address does not exist | 0 |
| 5363 | Michener | Address does not exist | 0 |
| 1836 | Miller | Vacant lot | 0 |

| | | | |
|---------|---------------------|--|---|
| 3603 | Miller | New House, old barn 1840 (barn not inspected) | 0 |
| 9 | Neff St | Address does not exist | 0 |
| 27 | Neff St | Vacant Lot | 0 |
| 4 | Park | Address does not exist | 0 |
| 666 | Pleasant Beach | Address does not exist | 0 |
| 4250 | Sherkston | Address does not exist | 0 |
| 5065 | Sherkston | Address does not exist | 0 |
| 5306 | Sherkston | New house built, original torn down | 0 |
| 5488 | Sherkston | Dwelling less than 100 years old, barn built 1836 – poor condition | 0 |
| 79 | St. Arnaud | Less than 100 years old, built 1998 | 0 |
| 2437 | Third Concession Rd | Less than 100 years old, built 1994 | 0 |
| 2207 | White | No dwelling on lot, factory (port colborne poultry) | 0 |
| 2577 | White | Demolished, rebuilt 1941 | 0 |
| 89 | Welland | Vacant Lot | 0 |
| 281 | Welland | Address does not exist | 0 |
| 84 | West | Less than 100 years old, built 1983 | 0 |
| 262/264 | West | Address does not exist | 0 |
| 46 | Westside Rd | Less than 100 years old, built 2005 | 0 |
| 2207 | White | No building on lot | 0 |
| 3247 | Yager | Address does not exist | 0 |
| 3499 | Zavitz | Less than 100 years old, built 2017 | 0 |



PORT COLBORNE

Subject: Civil Marriage Solemnization Services

To: Council

From: Corporate Services Department

Report Number: 2023-189

Meeting Date: October 24, 2023

Recommendation:

That Corporate Services Department Report 2023-189 be received; and

That the City Clerk and Chief Administrative Officer be appointed to provide Civil Marriage Solemnization services starting in January 2024 for an interim period of one (1) year, and that a report reviewing the service be prepared for Council's consideration in 2025; and

That 2024 Fees and Charges By-law include a \$250.00 fee for the provision of a civil marriage ceremony (during office hours at City Hall), \$300.00 fee if held at City Hall outside of regular business hours and \$350.00 if held off-site plus mileage at the City rate.

Purpose:

The City Clerks division is proposing to offer civil marriage services as authorized under the *Marriage Act*, for an interim period of one (1) year with this service being further evaluated in 2025 to determine the long-term future viability of the service being provided by City staff. Staff will undertake the necessary training and develop administrative supports so that ceremonies can be available starting in January 2024.

Background:

Ontario Regulation 738 made under the *Marriage Act, 1990* provides the clerk of a local municipality with the authority to solemnize marriages under the authority of a licence. The *Marriage Act, RSO 1990, c.M.3*, stipulates the three types of marriage solemnization ceremonies in Ontario: religious, Indigenous, and civil. A civil marriage ceremony is a non-religious marriage ceremony presided over by an Ontario judge,

justice of the peace, or municipal clerk under the authority of a licence.

Discussion:

Currently, there are a substantial number of municipalities in the Province of Ontario providing Civil Marriage Solemnization services onsite (within their town/city halls) and offsite (halls, restaurants, homes, etc.) during regular business hours and outside of regular business hours.

On average, the City of Port Colborne issues approximately 90 marriage licenses per year. The Clerk's Office frequently receives inquiries with respect to the provision of an official to perform marriages. As a result, it is recommended that City Council choose to offer civil marriage services administered and provided by the Office of the City Clerk.

The Chief Administrative Officer and City Clerk will attend information/training sessions on the administration and the officiating of a civil marriage ceremony. It is recommended that the City undertake a pilot project for a one (1) year period whereby City staff will provide limited services during regular business hours with some evening and/or weekend services where they can be accommodated.

In 2025, staff will undertake a review of the service to determine whether the existing Council Chambers provides sufficient space or whether additional municipal sites could be used to provide a location that will provide the dignity and solemnity of the occasion for a marriage.

In addition, a review will be undertaken as part of the one-year pilot project to determine if the City should continue the service with staff resources. The review will also ensure that the fees charged are sufficient to cover the full costs associated with the provision of the service. Additionally, staff will develop a Civil Marriage Ceremony Policy for Council's consideration.

Staff recommend that the Civil Marriage Solemnization services be offered at the City of Port Colborne at City Hall during regular business hours, in order to provide a service that is currently not offered but has been requested by a number of citizens over the past several years, as well as a new revenue source for the Clerk's Office.

Staffing:

Civil Ceremonies will be performed in Council Chambers by the Clerk or the Chief Administrative Officer in the Clerk's absence.

Civil Marriage Solemnization services will be managed through the Corporate Services Department/Clerk's Office and, by offering the service onsite and within regular business hours, there will be no overtime costs incurred. Any requests for offsite services in the first year will be evaluated on a case-by-case basis.

Financial Implications:

The *Marriage Act* includes a provision for municipalities to set fees to recover the cost of providing this service. The proposed fees should cover all costs in the administration of the Marriage Register and the time required to conduct a preliminary meeting with the couple to discuss the ceremony and for the actual ceremony itself. The costs vary across municipalities, ranging from \$200 to \$350 for this service, and fees would be fully cost recovered with additional revenue for the City of Port Colborne. The Marriage Licence fee is separate from this cost.

A proposed fee structure is recommended as follows:

- \$250.00 if held at City Hall during regular business hours.
 - \$300.00 if held at City Hall outside of regular business hours.
 - \$350.00 if held off-site, plus mileage at the City rate.
-

Public Engagement:

City Clerk's Staff have received requests for Civil Marriages. Staff will implement a feedback form for the public to ensure the services provided are meeting their needs. The feedback received from the public will be provided to Council in 2025.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Welcoming, Livable, Healthy Community
 - Economic Prosperity
-

Conclusion:

Staff are recommending that the Civil Marriage Solemnization services be offered, in order to provide a service that has been requested by a number of citizens over the past several years, as well as to a new revenue source for the Clerk's Office. Additionally, staff recommend that the Clerk and Chief Administrative Officer be appointed to perform Civil Marriage Ceremonies to members of the public with a valid marriage licence.

Appendices:

- a. Civil Marriage Solemnization Services By-Law

Respectfully submitted,

Saima Tufail
Acting City Clerk
905-835-2900 extension 106
saima.tufail@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.

Report 2023-189
Appendix A

The Corporation of the City of Port Colborne

By-Law No. _____

Being a by-law to Authorize Civil Marriage Solemnization Services and to Appoint Marriage Officiants for the Corporation of the City of Port Colborne

Whereas Ontario Regulation 285/04 provides the authorization of the City Clerk to solemnize marriages with the authority of a marriage licence; and

Whereas the Council of the Corporation of the City of Port Colborne deems it desirable to provide Civil Marriage Solemnization Services;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That the Council of the Corporation of the City of Port Colborne direct that Civil Marriage Solemnization Services be implemented.
2. That the City Clerk and the Chief Administrative Officer be authorized as Marriage Officiants to perform civil marriages on behalf of the Corporation of the City of Port Colborne pursuant to Ontario Regulation 285/04 made under the *Municipal Act*.
3. That the City Clerk and the Chief Administrative Officer, at their discretion, solemnize civil marriages at times and locations which are agreeable to both parties.
4. That the detailed fee structure for civil marriage services form part of the City's Fees and Charges By-Law.
5. **General Provisions**
 - 5.1 If any provision of this By-Law is found by any court or tribunal of competent jurisdiction to be illegal, in whole or in part, the balance of the By-Law shall not be affected and shall remain in full force and effect.
 - 5.2 If there is a conflict between a provision of this By-Law and a provision of any other By-Law of the city, the provision that establishes the higher standard shall prevail.
 - 5.3 Any reference to legislation in this By-Law includes the legislation and any amendment, replacement, subsequent enactment, or consolidation of such legislation.

Enacted and passed this 24th day of October 2023.

William C. Steele
Mayor

Saima Tufail
Acting City Clerk



The Corporation of The Township of The Archipelago
Council Meeting

Agenda Number: 15.13.
Resolution Number 23-178
Title: Cigarette Producer Responsibility
Date: Friday, October 13, 2023

Moved by: Councillor Sheard
Seconded by: Councillor MacLeod

WHEREAS cigarette manufacturers play a crucial role in the creation and distribution of cigarette products. Cigarettes, are responsible for significant environmental damage and contribute to waste and pollution; and

WHEREAS cigarette butts are the most common form of litter worldwide and pose a threat to aquatic life and ecosystems. As reported 26 July 2023 to the Canadian Council of Ministers of the Environment, Pollution Probe's Great Lakes Plastic Cleanup identified cigarette butts one of the top five items of microplastics found in the Great Lakes, and

WHEREAS cigarette filters are composed of non-biodegradable materials that can take several years to degrade, exacerbating the problem of waste accumulation; and

WHEREAS the concept of producer responsibility promotes the idea that the party that profits from the creation and sale of a product should also be responsible for managing the product's end-of-life environmental impact; and

WHEREAS the Province of Ontario has successfully implemented producer responsibility programs for various industries, such as electronics, packaging, and batteries, resulting in significant improvements in waste management and environmental sustainability; and

WHEREAS the exclusion of cigarette manufacturers from current producer responsibility programs in our province creates an inconsistency in environmental policy and hampers our overall efforts to reduce waste and protect our environment. It is imperative to address the environmental impact of cigarette manufacturing, usage, and disposal.

NOW THEREFORE BE IT RESOLVED that the Township of The Archipelago hereby requests the Province of Ontario to include cigarette manufacturers within the scope of producer responsibility regulations and programs;

AND FURTHER BE IT RESOLVED that the Ontario Government takes necessary steps to develop and amend legislation to ensure cigarette manufacturers are responsible for the collection, recycling, and proper disposal of cigarette waste and the Province of Ontario be encouraged to work collaboratively with relevant stakeholders, including public health organizations, environmental groups, and retail associations, to develop comprehensive and effective strategies for the inclusion of cigarette manufacturers in producer responsibility program, taking into account the unique challenges posed by tobacco products;

AND FURTHER BE IT RESOLVED that the Province of Ontario allocate adequate resources and establish monitoring systems to ensure compliance with the newly imposed responsibilities by cigarette manufacturers, including penalties for non-compliance;

AND FURTHER BE IT RESOLVED that the Province of Ontario adopts regulations and policies that require cigarette manufacturers to:

1. Take financial responsibility for the collection, transportation, recycling, or safe disposal of discarded cigarettes and related waste materials.
2. Develop and engage in public awareness campaigns to educate the public about the environmental impact of cigarette butt litter and implement programs to educate the public on the safe disposal of cigarette butts.
3. Implement measures to minimize the environmental impact of their products through the use of sustainable materials, reduced packaging, and improved recycling initiatives;

AND FURTHER BE IT RESOLVED The Ministry of the Environment actively collaborates with other provinces and territories within Canada to encourage a nationwide approach towards including cigarette manufacturers in Producer Responsibility initiatives;

AND FURTHER BE FINALLY RESOLVED that copies of this Resolution be sent to the Honorable Doug Ford Premier of Ontario, the Honorable Andrea Khanjin Minister of the Environment, Conservations and Parks, relevant Members of Provincial Parliament (MPPs), Leader of the Opposition parties, All Municipalities in Ontario, Pollution Probe, Georgian Bay Forever, Georgian Bay Association, and other pertinent stakeholders as appropriate, urging their support and action in this matter.

Carried

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, September 6, 2023
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: M. Cooper
A. Desmarais
M. Bagu, Councillor
H. Cooper
B. Ingram
C. MacMillan
B. Beck
M. Booth
E. Tanini

Staff Present: S. Therrien, Director of Library Services / Board Secretary

1. Call to Order

The Chair called the meeting to order at approximately 6:06 p.m.

2. Land Acknowledgement

Board Chair M. Cooper recited the Land Acknowledgement Statement.

3. Disclosures of Interest

Nil.

4. Adoption of Agenda

Moved by A. Desmarais

Seconded by B. Beck

That the agenda dated September 6, 2023 be confirmed, as amended.

Carried

5. Confidential Items

6. Approval of Minutes

The Board moved into closed session at approximately 6:09 p.m.

The Board reconvened into open session at approximately 6:12 p.m.

Moved by B. Ingram

Seconded by A. Desmarais

That the Board move into closed session to approve Item 6.1.

Carried

6.1 Minutes of the Closed Meeting of April 15, 2023

That the closed meeting minutes of April 15, 2023 be approved.

6.2 Minutes of the August 2, 2023 Regular Board Meeting

Moved by M. Booth

Seconded by B. Beck

That the minutes of the August 2, 2023 Board Meeting be approved, as circulated.

Carried

7. Business Arising from the Minutes

Nil.

8. Presentation

Saima Tufail, Interim City Clerk, provided a training session for the Board.

9. Consent Items

Moved by A. Desmarais

Seconded by B. Ingram

That Consent Items 9.1 to 9.3 be approved, as presented.

Carried

9.1 Financial Report

9.2 Public Relations Report

9.3 Media Items

10. Discussion Items

10.1 Verbal Memorandum of Understanding Report

The CEO presented an update on the progress of a Memorandum of Understanding between the Port Colborne Public Library Board and the City of Port Colborne.

10.2 Draft 2024 Library Board Budget

The Board reviewed the 2024 Budget Report, and directed the CEO to submit the report, as amended, including recommendations to Council.

a. Draft 2024 Budget Report

10.3 Committees Terms of Reference

a. Policy Review and Development Committee Terms of Reference

The Board discussed the terms of reference for the Policy Review and Development Committee. A. Desmarais and E. Tanini volunteered for the committee. Board Chair M. Cooper will sit ex officio, along with CEO S. Therrien who will serve as secretary and staff resource person.

Moved by B. Ingram
Seconded by B. Beck

That the Board approve the terms of reference for the Policy Review and Development Committee, as presented; and

That committee members A. Desmarais and E. Tanini be appointed to serve as committee members.

Carried

b. Advocacy and Fundraising Committee Terms of Reference

The Board discussed the terms of reference for the Advocacy and Fundraising Committee. M. Booth and H. Cooper volunteered for the committee. Board Chair M. Cooper will sit ex officio, along with CEO S. Therrien who will serve as secretary and staff resource person.

Moved by H. Cooper
Seconded by M. Booth

That the Board approve the terms of reference for the Advocacy and Fundraising Committee, as presented; and

That committee members M. Booth and H. Cooper be appointed to serve as committee members.

Carried

c. CEO Hiring and Transition Committee Terms of Reference

The Board discussed the terms of reference for the CEO Hiring and Transition Committee. B. Ingram and C. MacMillan volunteered for the committee. Board Chair M. Cooper will sit ex officio, along with CEO S. Therrien who will serve as secretary and staff resource person.

Moved by A. Desmarais
Seconded by B. Beck

That the Board approve the terms of reference for the CEO Hiring and Transition Committee, as presented; and

That committee members B. Ingram and C. MacMillan be appointed to serve as committee members.

Carried

11. Policies

11.1 GOV-13: CEO Succession Planning

Moved by A. Desmarais
Seconded by B. Ingram

That the Board approves policy GOV-13: CEO Succession Planning, as presented.

Carried

12. Confidential Items

13. Motions

14. Notice of Motions

15. Roundtable

15.1 Upcoming Events

S. Therrien reported on upcoming events planned for Canadian Library Month including local author events and a Trivia Night fundraiser.

16. Other Business

17. Next Meeting Date and Adjournment

The next meeting of the Board will be held October 4, 2023, in the auditorium at the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 7:48 p.m.

Michael Cooper, Chair

Susan Therrien, Chief Executive
Officer / Secretary-Treasurer

City of Port Colborne

Active Transportation Advisory Committee Meeting Minutes

Date: Tuesday, May 30, 2023
Time: 5:00 pm
Location: Engineering and Operations Centre, Committee Room
1 Killaly St West, Port Colborne

Members Present: G. McKibbon
A. Kennerly
G. Dame

Member(s) Absent: W. Smith
M. Scott

Staff Present: C. Dray, Staff Liaison
M. Bagu, Councillor

1. Call to Order

The Chair called the meeting to order at 5:01 p.m.

2. Adoption of the Agenda

Moved By George McKibbon
Seconded By Gregg Dame

That the agenda for May 30, 2023 be approved.

Carried

3. Disclosures of Interest

4. Approval of Minutes

5. Staff Updates

6. Order of Business

6.1 Presentation by McIntosh Perry - Active Transportation Consultant

McIntosh Perry, Active Transportation Consultant provided a presentation and responded to questions received from the committee members.

7. New Business

8. Adjournment

With no further business to discuss the meeting was adjourned at 6:25 p.m.

The Corporation of the City of Port Colborne

By-law No. _____

Being a by-law to establish fees and charges for various services and to repeal by-law 7047/84/22

Whereas the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides a municipality may pass by-laws imposing fees or charges on any class or persons; and

Whereas subsection 391(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended allows municipalities to adopt By-laws imposing fees or charges on any class of person for services or activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control; and

Whereas the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended provides a municipality may pass by-laws imposing fees and charges; and

Whereas the *Cemeteries Act (Revised), R.S.O. 1990, c. C.4*, as amended, provides a municipality may pass by-laws imposing fees and charges; and

Whereas the *Planning Act, R.S.O. 1990, c. P.13*, as amended, provides a municipality may pass by-laws imposing tariffs, fees and charges; and

Whereas at its meeting of October 24, 2023 the Council of The Corporation of the City of Port Colborne approved the recommendation of Corporate Services Finance Division Report No. 2023-162, Subject: 2024 Proposed Fees and User Charges.

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That the fees and charges, outlined in Appendix "A to S" attached hereto and forming part of this by-law, be enacted.
2. Unless otherwise identified, that staff be delegated authority to set the price for goods purchased for resale (including insurance for activities held within City facilities). Provided that the price is higher than the cost to purchase the goods.
3. That staff be approved to waive any fee up to \$2,000 on compassionate grounds or when related to a charity or related fundraiser. This waiver shall be applied only once per event.
4. That staff be given delegated authority to set advertising and rental rates not specified in Appendices "A to S" and for sponsorships less than \$50,000.
5. That if a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law, and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.
6. That should this by-law conflict with any other by-law or resolution of Council, or any staff report approved by Council, in relation to fees and charges imposed under the *Municipal Act, Planning Act, Building Code Act* or any other act, this by-law shall take precedence, unless specifically stated to the contrary.
4. That By-law No. 7047/84/22 is hereby repealed.
5. That this by-law come into force and take effect on the day of passing.

Enacted and passed this 24 day of October, 2023.

William C. Steele
Mayor

Saima Tufail
Interim City Clerk

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|----------------------------------|--|--------------------------------------|------------------|---|--|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| Commemorative | Park Bench | Installation of a bench within a City park. | \$2,375.39 | - | \$3,325.00 | - |
| Commemorative | Promenade Bench | Installation of a bench on the West Street promenade. | \$1,873.07 | - | \$2,294.00 | - |
| Commemorative | Muskoka Chair | Installation of a Muskoka chair. | \$1,553.77 | - | \$1,772.00 | - |
| Commemorative | Tree Planting | Planting of a single native species tree on City property. | \$684.96 | - | \$895.00 | - |
| Commemorative | Pet Waste Station | Installation of a pet waste station. | \$1,279.36 | - | \$1,291.00 | - |
| Commemorative | Plaque Replacement | Replacement plaque for a previously purchased commemorative item. | \$251.43 | - | \$261.49 | - |
| Drainage | Drainage Apportionment Agreement | Cost for the Drainage Superintendent to complete a drainage apportionment agreement due to the severance of a parcel. Fee is for up to 5 parcels, more than 5 parcels will be completed by an appointed Engineer and fees (actual cost) will be charged accordingly. | \$118.00 | - | Actual Cost | - |
| Engineering | Water Model | Running a proposed development through the water model to determine if existing infrastructure is sufficient or if upgrades are required. | Actual Cost | - | Actual Cost | - |
| Water/Sewer/Storm | Service Decommissioning | Decommissioning of a water service, sanitary or storm lateral. | \$1,750.00/service | - | \$2,726.00/service | - |
| General | Rock Removal | Removal of Rock for Trench Work. | \$143.11/hour | \$572.44 | \$181.00/hour | minimum 4 hours plus \$100.00 disposal fee |
| General | Street Sweeping* | Street sweeping for general cleanliness of the roadways. | \$150.76/hour | \$603.04 | \$207.00/hour | minimum 4 hours plus \$100.00 disposal fee |
| General | Street Cleaning | Removal and recovery of debris including mud, and rock left within the roadway with means other than a street sweeper. | \$150.76/hour | minimum 4 hours | \$156.79/hour | minimum 4 hours plus \$100.00 disposal fee |
| General | Cart Retrieval Fee | Retrieval and storage of a single cart. | \$65.00/cart | - | \$78.00/cart | - |
| General | On-Call Supervisor Call Out | Request for Supervisor inspection found to be caused by private property issue afterhours, Monday to Saturday. Only charged if deemed to be a private issue, no charge for City issue. | \$131.54/Hour | - | \$136.80/Hour | minimum 4 hours |

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|-------------------------------------|--|--------------------------------------|------------------|---|------------------------------|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| General | On-Call Supervisor Call Out | Request for Supervisor inspection found to be caused by private property issue on Sundays and statutory holidays. Only charged if deemed to be a private issue, no charge for City issue. | \$164.79/Hour | - | \$171.38/Hour | minimum 4 hours |
| Parks | Trail Closure* | To be charged per application for each trail closure. Accommodates one section of trail to be closed with two barricades and road closed signage. Closures beyond one section of trail (entrance to entrance) are subject to job specific pricing. | \$120.79 | - | \$125.62 | - |
| Parks | Parade and Event Services * | Services to clear City owned waste bins at a higher frequency than the standard level of service during Parades and Events. | \$339.16 | - | \$352.73 | - |
| Parks | Park & Pavilion Services* | Electrical and Water connections when requested from renters. Connections only available at select locations. | \$31.65 | - | \$75.00 | - |
| Roads | Driveway Culvert | Install HDPE driveway culvert up to 600mm in diameter; includes stone backfill and compaction to grade. | \$469.03/meter | - | \$485.00/meter | - |
| Roads | Driveway Culvert | Install HDPE driveway culvert over 600mm in diameter; includes stone backfill and compaction to grade. | Actual Cost | - | Actual Cost | - |
| Roads | Asphalt Driveway Apron Installation | Includes preparation and installation of a residential asphalt driveway apron to City standards. | \$53.10/square meter | \$159.18 | \$65.00/square meter | \$195.00 |
| Roads | Curb Cut | Cut existing curb to accommodate a new entrance. | \$144.03/meter | \$432.09 | \$149.79/meter | \$449.37 |
| Roads | Curb Installation | Install curb to match existing area. One cost for standard curb & gutter, barrier curb or mountable curb. | \$195.13/meter | \$390.26 | \$202.94/meter | \$405.87 |
| Roads | Sidewalk Repair | Replace existing sidewalk panels. | \$162.61/square meter | \$325.22 | \$169.11/square meter | \$338.23 |
| Roads | Road Closure* | To be charged per application for each road closure. Accommodates one block of roadway to be closed with two barricades and road closed signage. Closures beyond one block are subject to job specific pricing. | \$241.50 | - | \$251.16 | - |

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|--|---|--------------------------------------|------------------|---|------------------------------|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| Roads | Traffic Control | Traffic control on primary roadways for City construction activities generated through Municipal Consent and Building Permits. Fee accommodates a 4 hour operation during regular business hours. Fee to be doubled for an 8 hour operation. Work beyond regular business hours is subject to job specific pricing. | \$934.84 | - | \$972.23 | - |
| Roads | Traffic Control | Traffic control on secondary roadways for City construction activities generated through Municipal Consent and Building Permits. Fee accommodates a one day lane shift. Work beyond regular business hours is subject to job specific pricing. | \$286.63 | - | \$298.10 | - |
| Roads | New Granular Driveway Installation | New installation of a granular driveway including excavation and placement of granular to a minimum area of 40 square meters. Cost per square meter to be charged above the flat fee of 40 square meters. | \$55.49/square meter | \$2,219.60 | | |
| Roads | Tree Trimming per By-law 6175/01/15 | Maintenance and removal of trees on or affecting property of the City of Port Colborne. | \$194.84/hr | - | \$202.63/hr | - |
| Roads | Tree Removal per By-law 6175/01/16 | Maintenance and removal of trees on or affecting property of the City of Port Colborne. | \$194.84/hr | - | \$202.63/hr | - |
| Roads | Stump Removal per By-law 6175/01/17 | Maintenance and removal of trees on or affecting property of the City of Port Colborne. | \$269.65/hr | - | \$280.44/hr | - |
| Roads | Stump Reinstatement per By-law 6175/01/18 | Maintenance and removal of trees on or affecting property of the City of Port Colborne. | \$211.54/hr | - | \$410.00 | - |
| Roads | Tree Replacement per By-law 6175/01/18 | Maintenance and removal of trees on or affecting property of the City of Port Colborne. | \$684.96 | - | \$848.00 | - |
| Roads | Arborist Tree Inspection per By-law 6175/01/19 | Maintenance and removal of trees on or affecting property of the City of Port Colborne. | \$617.93 | - | Actual Cost | - |
| Sewer | Sewer Rodding | Sewer rodding during Operations regular hours. | \$345.00/event | - | Actual Cost | - |
| Sewer | Sewer Rodding | Sewer rodding outside of Operations regular hours. | \$762.00/event | - | Actual Cost | - |

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|---|---|--------------------------------------|---|---|---|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| Sewer | Review of inspection and testing plans for private sanitary sewers, forcemains, maintenance holes and/or chambers | Review of inspection and testing plans for sanitary sewers, forcemains, maintenance holes and/or chambers required under Province's Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval that will connect to the City's wastewater collection system. | \$136.00 | 1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits. | \$240.00 | 1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits. |
| Sewer | Witness inspection and testing activities for sanitary sewers, forcemains, maintenance holes and/or chambers | Witnessing all required inspection and testing activities for sanitary sewers, forcemains, maintenance holes and/or chambers that will connect to the City's wastewater collection system. | \$65.00/hour | minimum 4 hours | \$67.60/hour | minimum 4 hours |
| Water | Water Service Turn On/Off | One fee to turn off and back on, during Operations regular business hours for a valve up to 100mm. Additional fee will apply if water is turned back on a different day, or after regular business hours. | \$60.00/event | - | \$79.00/event | - |
| Water | Water Service Turn On/Off | One fee to turn off and back on, during Operations regular business hours for a valve 100mm and larger. Additional fee will apply if water is turned back on a different day, or after regular business hours. | \$135.00/event | - | \$159.00/event | - |
| Water | Water Service Turn On/Off | One fee to turn off and on, outside of Operations regular business hours. Four hour window to have water turned back on. Additional fee will apply if water is turned back on after four hours, or on a different day. | \$390.00/event | - | \$405.00/event | - |
| Water | Unscheduled Water Meter Reading | Water meter reading as requested by user. | \$100.00/event | - | \$104.00/event | - |

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|---|---|--------------------------------------|--|---|--|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| Water | Water Service Tapping | Watermain tapping for water service up to 50mm. | \$375.00 per tap | Contractor responsible for preparing and securing site for tapping. If not ready to tap (ie. watermain has not been exposed), or traffic protection and/or shoring protection doesn't meet regulatory requirements, staff will not proceed, but will charge the fee, plus another fee when return to perform the tap. If staff are required to wait while any of the above are completed, hourly rate of \$60/hour/staff member will apply, on top of the fee. | \$423.00 per tap | Contractor responsible for preparing and securing site for tapping. If not ready to tap (ie. watermain has not been exposed), or traffic protection and/or shoring protection doesn't meet regulatory requirements, staff will not proceed, but will charge the fee, plus another fee when return to perform the tap. If staff are required to wait while any of the above are completed, hourly rate of \$62/hour/staff member will apply, on top of the fee. |
| Water | Water Service Upgrade | Upgrading an existing water service to a larger diameter, up to 50mm as per City standards. | Actual Cost | \$5,000.00 | Actual Cost | \$5,000.00 |
| Water | Water service (100mm +) commissioning plan review | Review of commissioning plans required under the Provincial Watermain Disinfection Procedure for water services 100mm+. | \$72.00 | 1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits. | \$240.00 | 1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits. |

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|---|---|--------------------------------------|--|---|---|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| Water | Private Watermain Commissioning Plan review | Review of commissioning plans required under the Provincial Watermain Disinfection Procedure for watermains that will be connected to the City's water system. | \$144.00 | Commissioning with required edits, | \$240.00 | 1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits. |
| Water | Water Service (100mm +) commissioning activities - witness and sampling | Witnessing of the commissioning activities for water services 100mm+. All required sampling activities. | \$60.00/hour | minimum 4 hours | \$62.40/hour | minimum 4 hours |
| Water | Private Watermain Commissioning Activities - witness and sampling | Witnessing of the commissioning activities for private watermains (i.e. new subdivisions, watermains that technically fall under the Building Code but must meet requirements of Watermain Commissioning Protocol) that will be connected to the City's water system. All required sampling activities. | \$60.00/hour | minimum 4 hours | \$62.40/hour | minimum 4 hours |
| Water | Laboratory Analysis of Water Samples required under commissioning plans | Analysis of all samples required under the commissioning plans (water service 100mm+ or private watermains). | \$35.00/sample | - | \$36.04/sample | - |
| Water | Oversee Final Connections (private watermain or service) | Time for an Operator-in-Charge to review the watermain/service connection plan to establish flush and sample points and to directly oversee the connection, in accordance with the City's Watermain Commissioning Protocol and with the Provincial Watermain Disinfection Procedure. | \$60.00/hour | minimum 4 hours | \$62.40/hour | minimum 4 hours |
| Water | Development flushing | Flushing fees for maintaining water quality in active development with not enough demand. This would be part of the Subdivision flushing agreement to maintain water quality. | | minimum 1 hour, minimum 5 cubic metres per event | | minimum 1 hour, minimum 5 cubic metres per event |
| Water/Sewer/Storm | Inspection of water service and/or sewer lateral install. | When outside contractors perform new installation of water service and/or sewer lateral our fee for the inspection. (hourly rate) | \$60.00/hour | minimum 4 hours | \$62.40/hour | minimum 4 hours |

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|--|--|--------------------------------------|--|---|---|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |
| Water/Sewer/Storm | Inspection of water service and/or sewer lateral install. (after hours/emergency) | When outside contractors perform new installation of water service and/or sewer lateral our fee for the inspection, and the inspection is outside normal operating hours. (hourly afterhours rate - emergency call out is 4 hour minimum) | \$120.00/hour | emergency call out - 4 hour minimum \$404.00 | \$124.80/hour | emergency call out - 4 hour minimum \$499.20 |
| Water/Sewer/Storm | Inspection of service disconnect | When outside contractors perform a disconnect of water service and/or sewer lateral our fee for the inspection. (hourly rate) | \$60.00/hour | minimum 4 hours | \$62.40/hour | minimum 4 hours |
| Water/Sewer/Storm | Inspection of service disconnect (After hours/emergency) | When outside contractors perform a disconnect of water service and/or sewer lateral our fee for the inspection, and the inspection is outside normal operating hours. (emergency call out is a 4 hour minimum) | \$120/hour | emergency call out - 4 hour minimum \$404.00 | \$124.80/hour | emergency call out - 4 hour minimum \$499.20 |
| Water/Sewer/Storm | Review of Form 1, Form SS1 (or equivalent) for watermains, sanitary sewers and/or storm sewers | Review to ensure the Form 1, Form SS1, or equivalent, submitted to the City for watermains, sanitary sewers and/or storm sewers that will connect to the City's water system, wastewater collection system and/or stormwater system, are in compliance with the requirements of the City's Drinking Water Works Permit and/or the City's Consolidated Linear Infrastructure Environmental Compliance Approval. | \$72.00 | itted in one package, wil | \$75.00 | One fee for each form (i.e. if submit for water, sani and storm - 3 fees) for initial review. If all 3 forms submitted in one package, will only charge 2 fees. One "free" resubmission with required edits, fee applies again to any additional edits. |

Notes:

APPENDIX A: Schedule A - Engineering & Operations

| Engineering & Operations Service Fees | | | | | | |
|---------------------------------------|------|-------------|--------------------------------------|------------------|---|------------------------------|
| Service Type | Name | Description | 2023 Fee (plus HST as applicable) | 2023 Minimum Fee | 2024 Proposed Fee (plus HST as applicable) | 2024 Proposed Minimum Fee |

1. The Municipal Consent permit is applicable for all occupancy within the road allowance and on City property.
2. All works taking place on private property must have proper permitting from the City's Building Department. A Municipal Consent permit for servicing will only be issued upon approved permits from the Building Department.
3. All service installations within the right of way (Water, Sanitary, Storm) must be witnessed by the City's Engineering & Operations Department. Please contact the City at 905-835-2900 ext. 233 to arrange an inspection.
4. All private service connections at the property line must be witnessed by the City's Building Department. Please contact the City's Building Division at 905-835-2900 ext. 229 to arrange an inspection.
5. Operations hours are 7:00am to 3:00pm from the first Monday in May to the third Friday in September and 8:00am to 4:00pm outside of the listed dates.
6. All fees and charges listed are exclusive of any applicable taxes.
7. * Not for Profit is half of the cost.

APPENDIX B: Schedule B - Dog Licensing

| Dog Licensing ** | 2023 Fee | 2024 Proposed Fee |
|---|-----------------|--------------------------|
| 1. Early purchase discount rate on or before March 15th of each year: | | |
| Licence, Neutered/Spayed dog* | \$16.00 | \$18.00 |
| Licence, Un-Neutered/Un-Spayed dog | \$30.00 | \$33.00 |
| Vicious Dog | \$113.00 | \$124.00 |
| 2. After March 15th of each year where sections 3 and 4 of this Schedule are not applicable: | | |
| Licence, Neutered/Spayed dog* | \$30.00 | \$33.00 |
| Licence, Un-Neutered/Un-Spayed dog | \$41.00 | \$45.00 |
| Vicious Dog | \$113.00 | \$124.00 |
| 3. Replacement Tag – verification of original tag purchase required | | |
| | \$5.00 | \$6.00 |
| 4. Application for Hearing – non refundable | | |
| | \$210.00 | \$231.00 |
| Kennel Licensing | | |
| Kennel License | \$92.00 | \$101.00 |

Notes:

* Proof is required

** No HST is applicable

APPENDIX C: Schedule C - Fire and Emergency

*All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.
Administrative Fee of \$50.00 to be charged to all invoices.*

| Emergency Response | 2023 Fee | 2024 Proposed Fee |
|---|--|--|
| * Nuisance false alarms and nuisance deployments: First false alarm in any calendar year | Nil | Nil |
| * Nuisance false alarms and nuisance deployments: Subsequent false alarms in calendar year | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |
| Billing for firefighting services using a third party, as necessary. | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |
| Failure to Extinguish Open Air Burning (liable for costs under Section 2.5 By-Law 6280/106/15). Owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation. | Actual Costs | Actual Costs |
| Hourly Rate of Personnel | Current | Current |

| *Motor vehicle accident/vehicle fire and providing firefighting or other emergency services to a non-resident: | | |
|--|--|--|
| a) * For the first hour or any part thereof | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |
| b) * For each additional one half hour or part thereof | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |

Note: MTO Rates are applicable to residents when Fire Department services are provided on Hwy. No's 3, 58 and 140.

APPENDIX C: Schedule C - Fire and Emergency

*All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.
Administrative Fee of \$50.00 to be charged to all invoices.*

| | | |
|---|--------------|--------------|
| Response to fires on or beside rail lines caused by Railway Company - owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation. | Actual Costs | Actual Costs |
|---|--------------|--------------|

***For attending a natural gas incident**

| | | |
|--|--|--|
| a) * For the first hour or any part thereof | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |
| b) * For each additional one half hour or part thereof | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |

| | | |
|--|--------------|--------------|
| Extraordinary expenses - Owner responsible for any and all additional expenses that the Fire Chief or Deputy Fire Chief determines-to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation. | Actual Costs | Actual Costs |
|--|--------------|--------------|

***For responding to non-emergency requests**

| | | |
|--|--|--|
| a) * For the first hour or any part thereof | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |
| b) * For each additional one half hour or part thereof | Applicable MTO Rates Per apparatus dispatched | Applicable MTO Rates Per apparatus dispatched |

APPENDIX C: Schedule C - Fire and Emergency

*All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.
Administrative Fee of \$50.00 to be charged to all invoices.*

| Fire Prevention | 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
|---|--------------------------------|---|
| Commercial (GROUP A, D&E OCCUPANCY) | | |
| Refreshment Vehicle | \$137.63 | \$151.00 |
| Inspect base building, less than 3,000 sq. ft. (gross area) | \$275.27 | \$303.00 |
| - Plus inspect each additional 3,000 sq. ft. | \$137.63 | \$151.00 |
| - Plus inspect each suite in addition to base building | \$27.53 | \$30.00 |
| Day Care: Home Day Cares with less than 5 children | \$82.58 | \$91.00 |
| Day Care: Licenced Day Cares with occupant load of 40 or less | \$165.16 | \$182.00 |
| Day Care: Licenced Day Cares with occupant load of more than 40 | \$275.27 | \$303.00 |
| Repeat follow-up inspections on a violation | \$82.58 | \$91.00 |
| Institutional (GROUP B) or Residential (GROUP C containing a Care Facility) | | |
| Inspect base building, less than 3,000 sq. ft. (gross area) | \$302.79 | \$333.00 |
| - Plus inspect each additional 3,000 sq. ft. | \$137.63 | \$151.00 |
| - Plus each dwelling/unit/sleeping room in addition to base building | \$11.01 | \$12.00 |
| Repeat follow-up inspections on a violation | \$82.58 | \$91.00 |
| Residential (GROUP C, Not Including Care Facilities) (includes Hotels, Motels, Apartments and Bed and Breakfast) | | |
| Small building – 3,000 sq. ft. or less – containing single dwelling units | \$82.58 | \$91.00 |
| Small building – 3,000 sq. ft. or less – containing two dwelling units | \$330.32 | \$363.00 |
| Large building – more than 3,000 sq. ft. OR contains | | |
| - 3 to 5 dwelling units/suites of residential occupancy | \$550.54 | \$606.00 |
| - 6 to 18 dwelling units/suites of residential occupancy | \$825.80 | \$908.00 |
| - More than 18 dwelling units/suites of residential occupancy | \$1,651.61 | \$1,817.00 |
| Repeat follow-up inspections on a violation | \$82.58 | \$91.00 |
| Bed and Breakfast – up to four (4) sleeping rooms | \$302.79 | \$333.00 |

APPENDIX C: Schedule C - Fire and Emergency

All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.

Administrative Fee of \$50.00 to be charged to all invoices.

| Industrial (GROUP F OCCUPANCY) | | |
|---|----------|----------|
| Inspect base building, less than 3,000 sq. ft. (gross area) | \$192.69 | \$212.00 |
| Plus inspect each additional 3,000 sq. ft. | \$82.58 | \$91.00 |
| Plus inspect each suite in addition to base building | \$27.53 | \$30.00 |
| Repeat follow-up inspections on a violation | \$82.58 | \$91.00 |

| Miscellaneous Inspections/Application Reviews/Permits | | |
|--|--------------------|--------------------|
| Open Air Burning Site Inspection and Clearance | \$82.58 | \$91.00 |
| Fireworks Vendor-Site Inspection | \$82.58 | \$91.00 |
| Propane Licence Application Review (Basic) | \$103.00 | \$113.00 |
| Propane Licence Application Review (Complex) | \$66.06/hour | \$73.00/hour |
| Marijuana Grow-Op/Drug Lab Compliance Inspection | \$275.27 | \$303.00 |
| Review of Site Plans | \$66.06/hour | \$73.00/hour |
| Sale of Consumer Fireworks Vendor Permit | \$110.11/annually | \$121.00/annually |
| Display Fireworks Discharge Permit | \$165.16/per event | \$182.00/per event |

| Fire Department Assistance | 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
|-----------------------------------|--------------------------------|---|
| Fire Watch | \$66.06/hour | \$73.00/hour |
| Securing Buildings | \$66.06/hour | \$73.00/hour |
| Fire Prevention Assistance | \$66.06/hour | \$73.00/hour |
| Training Assistance | \$66.06/hour | \$73.00/hour |

| File Reports and File Searches | 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
|---|--------------------------------|---|
| File Search/File Reports - Environmental Issues | \$275.27 | \$303.00 |
| File Search/File Reports - Information | \$192.69 | \$212.00 |
| Letters and Produce Incident Reports to Insurance Companies | \$192.69 | \$212.00 |
| LLBO - Letters of Compliance | \$192.69 | \$212.00 |

APPENDIX C: Schedule C - Fire and Emergency

All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.

Administrative Fee of \$50.00 to be charged to all invoices.

| Smoke and Carbon Monoxide Alarm Installations | 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
|---|--------------------------------|---|
| Installation of Smoke Alarm | \$13.28 each | \$30.00 each |
| Installation of Plug-In Carbon Monoxide Alarm | \$26.55 each | \$40.00 each |
| Installation of Combination Alarm | \$30.98 each | \$50.00 each |
| Installation of Wireless Interconnected Smoke Alarm | New | \$65.00 each |
| Installation of Wireless Interconnected Combination Alarm | New | \$100.00 each |

| Fire Department Services | 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
|---------------------------------|--------------------------------|---|
| Refilling of Air Cylinders | \$13.21 each | \$15.00 each |
| Fire Extinguisher Rentals | \$11.01 each | \$12.00 each |
| Photographs | \$5.51 each | \$6.00 each |
| I.D. Photos | \$11.01 each | \$12.00 each |
| Meeting Room Rental* | \$110.11 daily | \$150.00 daily |
| 911 Sign Installation | \$110.11 daily | \$121.00 daily |
| 911 Sign Replacement | \$55.05 each | \$61.00 each |
| Emily Sign Installation | \$108.79 daily | \$120.00 daily |

*Includes applicable User Group Liability Insurance premium

APPENDIX D: Schedule D - Vale Health and Wellness Centre

| Arena | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|-------------|--|---|
| Prime and Non-Niagara Rate* (Based on average of Niagara municipal ice rates at time rates approved) | Per hour | \$223.36 | \$226.00 |
| Non-Prime* (Based on average of Niagara municipal ice rates at time rates approved) | Per hour | \$136.28 | \$223.00 |
| Junior B - Hockey Game (Based on Average of Adult and Youth Prime) | Per hour | \$185.84 | \$188.00 |
| Minor Sports & School Prime (Based on average of Niagara municipal ice rates at time rates approved) | Per hour | \$146.90 | \$148.00 |
| Minor Sports (including Junior B) Non-Prime (Based on average of Niagara municipal ice rates at time rates approved) | Per hour | \$88.50 | \$95.00 |
| School Non-Prime (Based on 50% of Minor Sports Prime rate) | Per hour | \$69.02 | \$74.00 |
| Individual Training (half ice) Non-Prime* (Per player w/one coach; Available non-prime time only; Based on 50% of Minor Sports) | Per hour | \$75.22 | \$78.00 |
| Last Minute Ice Prime* (Same Day Ice) (Based on 75% of Prime) | Per hour | N/A | \$175.00 |
| Last Minute Ice Non-Prime* (Same Day Ice) (Based on 75% of Non-Prime) | Per hour | N/A | \$105.00 |

- Leagues are charged the rate in effect at the time their ice rental agreement are made for the duration of the agreement.

- "Term" references ice hours booked regardless of usage. Per hour references 50 minutes allowing 10 minutes for a flood.

- Prime is anytime not denoted as Non-Prime.

- Non-Prime is weekdays before 5pm and after 9pm. Minor sports refers to youth sports associations and training with atleast one coach. The default age of a youth is 18 and under, unless defined otherwise by a Canadian sports association to which the renting association/club/orgnaization is governed.

- All fees are plus insurance unless insurance is otherwise provided.

*Includes applicable User Group Liability Insurance premium

APPENDIX D: Schedule D - Vale Health and Wellness Centre

| Family and Public Ice Skating | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|-------------|--------------------------------------|--|
| Students | Per session | \$3.54 | \$3.54 |
| Adults | Per session | \$4.42 | \$4.42 |
| Seniors | Per session | \$3.54 | \$3.54 |
| Seniors Pay-As-You-Play | Per session | \$4.42 | \$4.42 |
| Pay-As-You-Play | Per session | \$4.42 | \$4.42 |
| Stick and Puck (Adult and 1 child) | Per session | \$4.42 | \$4.42 |
| Stick and Puck (Each additional child) | Per session | \$3.54 | \$3.54 |
| Tots and Adults | Per session | \$4.42 | \$4.42 |
| Public Skate Group Pass (Max 5 people. Min 1 adult 18+) | Per session | \$10.62 | \$10.62 |

| Summer Arena Floor/Facility Rental (No Ice)* | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|----------|--------------------------------------|--|
| Rink 2 – Floor ** (Non-Profit; Youth Sport Groups) | Per hour | \$57.52 | \$60.54 |
| Rink 2 – Floor** (Adult Sport Group; Commercial – Trade Show/Event) | Per hour | \$85.84 | \$88.86 |

*Does not include associated staging and removal costs and access to the Golden Puck Community Room

**Includes applicable User Group Liability Insurance

| Golden Puck Community Room (GPCR) (Includes 2 6ft tables and 12 chairs) | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|--------|--------------------------------------|--|
| For Profit/Commercial Use (Full Room)** | Daily | \$336.28 | \$341.00 |
| | Hourly | \$73.45 | \$78.00 |
| Not for Profit/Community Groups (Full Room)** | Daily | \$168.14 | \$172.00 |
| | Hourly | \$39.82 | \$44.00 |
| For Profit/Commercial Use (Half Room)** | Daily | \$168.14 | \$172.00 |
| | Hourly | \$36.28 | \$41.00 |
| Not for Profit/Community Groups (Half Room)** | Daily | \$84.07 | \$88.00 |
| | Hourly | \$19.47 | \$24.00 |

*Tournaments and Trade Shows will have access with floor/facility booking at negotiated rates

**Includes applicable User Group Liability Insurance

APPENDIX D: Schedule D - Vale Health and Wellness Centre

| Other Rates | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|------------|---|--|
| Upper or Lower Lobby** Not for Profit/Community Group | Hourly | \$20.35 | \$23.05 |
| Upper or Lower Lobby** For Profit/Commercial | Hourly | \$36.28 | \$38.98 |
| Dressing Room (special events/tournaments) | Each/Daily | \$36.28 | \$36.28 |
| Swipe Card (Replacement) | Each | \$13.27 | \$13.27 |
| Keys (Additional) | Each | \$13.27 | \$13.27 |
| Power Cart & Hydro | Each | \$19.47 | \$19.47 |

**Includes applicable User Group Liability Insurance premium

| Staffing | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|----------|---|--|
| Assistant Arena Attendant Chargeback (Trade shows, tournaments, large scale events, etc.) | Per hour | \$7.08 | \$7.08 |

APPENDIX E: Schedule E - Parks and Pavilions

| Park Pavilions | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|---------------------|--------------------------------------|---|
| Pavilion – Large* | Per Booking Per Day | \$41.59 | \$68.59 |
| Pavilion – Small* | Per Booking Per Day | \$35.39 | \$62.39 |
| Bandshell | Per Booking Per Day | \$59.29 | \$59.29 |
| Hydro | Per Booking Per Day | \$6.19 | \$6.19 |
| Washroom Rental Rate (non-public, after hours before Labour Day Weekend or after Thanksgiving) | Per Booking Per Day | \$53.10 | \$53.10 |
| Park Permit (events) Note: Park permit does not include pavilion fee | Per Booking Per Day | \$88.50 | \$88.50 |

*Includes applicable User Group Liability Insurance premium

APPENDIX F: Schedule F - Playing Fields and Sport Courts

| Playing Fields and Sport Courts | Unit | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|--|-----------------------------------|--|
| Soccer Fields – Youth* | Per game (2 hours) | \$8.85 | \$10.36 |
| Soccer Fields – Youth Tournament** | Per field/Per hour | \$8.85 | \$8.85 |
| Soccer Fields – Adult* | Per game (2 hours) | \$63.71 | \$65.22 |
| Soccer Fields – Adult Tournament** | Per field/Per hour | \$30.97 | \$30.97 |
| Baseball/Softball Diamonds – Youth* | Per game (2 hours) | \$8.85 | \$10.36 |
| Baseball/Softball Diamonds – Youth Tournament** | Per field/Per hour | \$8.85 | \$8.85 |
| Baseball/Softball Diamonds – Adult* | Per game (2 hours) | \$63.71 | \$65.22 |
| Baseball/Softball Diamonds – Adult Tournament** | Per field/Per hour | \$30.97 | \$30.97 |
| Lighting (soccer field or baseball/softball diamond) | Add/Per field | \$17.70 | \$17.70 |
| Lining (soccer field or baseball/softball diamond) | Add/Per field | \$17.70 | \$17.70 |
| Floating | Add/Per field | \$17.70 | \$17.70 |
| Tennis Courts* (Cedar Bay Centennial or West Side Tennis Courts) | Per court/Per hour | \$4.52 | \$6.03 |
| Volleyball Courts*** (Cedar Bay Centennial Park) | Per court/Per hour | \$11.50 | \$13.01 |
| Horse Paddock Skateboard & BMX Park | Sanctioned OR Un-Sanctioned Competitions terms to be negotiated. | | |

*Includes applicable User Group Liability Insurance premium

**Plus applicable tournament insurance premium (please contact)

***Tournaments on request

APPENDIX G: Schedule G - Beaches

| Nickel Beach | | | |
|-----------------------------------|---|--|---|
| Pass/Permit Type | Classification | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
| <i>Zone 1 Reserved Daily Pass</i> | Weekday (Monday-Thursday) | \$40.00 | \$40.00 |
| | Weekend (Friday-Sunday) | \$50.00 | \$50.00 |
| <i>Zone 2 Reserved Daily Pass</i> | Weekday (Monday-Thursday) | N/A | \$25.00 |
| | Weekend (Friday-Sunday) | N/A | \$35.00 |
| <i>Zone 2 General Daily Pass</i> | Weekday (Monday-Thursday) | \$20.00 | \$20.00 |
| | Weekend (Friday-Sunday) | \$30.00 | \$30.00 |
| <i>Zone 3 Overflow Daily Pass</i> | Weekday (Monday-Thursday) | \$20.00 | \$20.00 |
| | Weekend (Friday-Sunday) | \$30.00 | \$30.00 |
| <i>Season Passes</i> | PORTicipate Pass (Port Colborne Residents Only) | FREE | FREE |
| | Gold Pass (Zone 2 General, Monday-Thursday) | \$150.00 | \$150.00 |
| | Platinum Pass (Zone 2 Reserved, 7 days/week) | \$350.00 | \$350.00 |

| Centennial – Cedar Bay Beach | | | |
|-------------------------------------|---------------------------|--|---|
| Pass/Permit Type | Classification | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
| <i>Daily Pass (Per vehicle)</i> | Weekday (Monday-Thursday) | \$20.00 | \$20.00 |
| | Weekend (Friday-Sunday) | \$30.00 | \$30.00 |

| Beach Fines | | | |
|--|--|----------|----------|
| Wreckless Driving/Environmental Impact | | \$250.00 | \$250.00 |
| Prohibited Items | | \$75.00 | \$75.00 |
| Unauthorized use/transfer of day passes or seasonal passes | | \$75.00 | \$75.00 |
| Open Alcohol | | \$75.00 | \$75.00 |

APPENDIX H : Schedule H - Roselawn Centre

| Roselawn Centre (Rental rates are based on a 6 hour event use.) | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|------------|-----------------------------------|--|
| President's Room Rental (no alcohol)* | | \$300.00 | \$327.00 |
| President's Room Rental (with alcohol)* | | \$300.00 | \$354.00 |
| Roselawn – All Rooms (no alcohol)* | | \$570.00 | \$597.00 |
| Roselawn – All Rooms (with alcohol)* | | \$570.00 | \$624.00 |
| Daily Dishwasher Fee (Dish rental) | | \$50.00 | \$50.00 |
| Table Linens | Per table | \$5.50 | \$5.50 |
| Linen Napkins | Per napkin | \$2.50 | \$2.50 |
| Cruiser Tables | Per table | \$2.60 | \$2.60 |
| Outdoor Garden (Tents, tables and chairs are not supplied) | | \$198.00 | \$198.00 |
| Door Open Fee (plus staff time) (Wedding Pictures, Event Set-up, etc.) | | \$55.00 | \$55.00 |

*Includes applicable User Group Liability Insurance premium

APPENDIX I: Schedule I - Sugarloaf Marina

| Seasonal Dock Rates | | |
|--|--|--|
| Docking Options | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Boats 16 - 19 ft (unserviced) | \$52.50/ft | \$57.75/ft |
| Boats 20 - 26 ft (optional service) | \$63.85/ft | \$70.00/ft |
| Boats 27 - 34 ft (serviced) | \$75.25/ft | \$82.77/ft |
| Boats 35 - 60 ft (serviced) | \$78.65/ft | \$86.51/ft |
| Power Options | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Use of 15A/110V Power | \$100.00 | \$110.00 |
| Use of 30 Amp shore power | \$265.00 | \$291.50 |
| Second Boat (Must be owned by same owner with valid proof of insurance.) | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| On J Run (16 ft dock) | \$265.00 | \$291.50 |
| On Dock #3 (17 ft dock) | \$290.00 | \$319.00 |
| Discounted Rates | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Early Bird Discount - Based on payment in full for winter storage fees by September 1, and summer launch/mooring fees by February 15 annually. | 5% of applicable rates | 5% of applicable rates |
| Tournament/Regatta Discount (Only with proof of registration) | 40% of applicable rates | 40% of applicable rates |
| First time seasonal customer incentive (One time only, paid in full by February 15) | 20% of seasonal rate | 10% of seasonal rate |
| Same Slip/Non Designated Space Discount * | 50% of 1st dock fee | 50% of 1st dock fee |

* Only available for use directly beside oversized vessels or non-designated docking spaces. Must be preapproved by marina management. Must be same owner.

APPENDIX I: Schedule I - Sugarloaf Marina

| Transient & Boat Ramp Rates | | |
|--|--|--|
| Transient Rates (per foot) | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Daily | \$2.25 | \$2.47 |
| Canal Days Daily Rates (Monday-Monday) | \$3.75 | \$4.12 |
| Weekly | \$12.50 | \$13.75 |
| Monthly | \$30.50 | \$33.55 |
| Launch Ramp Rates | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Daily Launch Pass | \$20.00 | \$20.00 |
| Seasonal Pass | \$125.00 | \$125.00 |
| **Non-Display Fine - Missing Ramp Pass | \$35.39 | \$35.39 |

** Customer is still subject to the By-Law Parking Enforcement Fine as well

| Miscellaneous Fees | | |
|---|--|--|
| Additional Fees | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Seasonal Dock Box Rental (Limited Availability) | \$100.00 | \$110.00 |
| Workplace Passport (Based on satisfaction of all required registration documents) | \$250.00 | \$265.00 |
| Non Registered Boat Fee (Daily) *** | \$1.50/ft | \$1.65/ft |
| Missed appointment/unprepared Fee**** | \$125.00 | \$125.00 |
| Administrative/Cancellation Fee | \$25.00 | \$25.00 |
| Dock Hold Deposit (To hold same space for following season) | 20% of current dock rate | 20% of current dock rate |
| Interest Charges - Balances owing (Monthly) | 1.25% | 1.25% |

*** For any boat found in a slip or storage that is without proper registration with marina office or has balances owing. Based on dock or boat LOA, whichever is greater.

**** Applied to customers who are not prepared at time of scheduled service appointments, or miss scheduled appointment times without prior confirmation.

APPENDIX I: Schedule I - Sugarloaf Marina

| Storage and Boat Yard Rates | | | | |
|---|--|---------------------------------|--|---------------------------------|
| Winter Storage - All Inclusive (Includes fall haul out, powerwash*, blocking/cradle setup, and spring launch) | 2023 Fee (plus HST as applicable) | | 2024 Fee (plus HST as applicable) | |
| | \$3.85/ sq. ft | \$925 minimum fee | \$4.23/ sq. ft | \$925 minimum fee |
| Winter Storage - Trailerable Only (Own trailer, no marina services) | 2023 Fee (plus HST as applicable) | | 2024 Fee (plus HST as applicable) | |
| | \$2.63/ sq. ft | \$500 minimum fee | \$2.89/ sq. ft | \$500 minimum fee |
| Winter Storage - Non Seasonal Boater | 2023 Fee (plus HST as applicable) | | 2024 Fee (plus HST as applicable) | |
| | \$5.75/ sq. ft | | \$6.00/ sq. ft | |
| Summer Storage | 2023 Fee (plus HST as applicable) | | 2024 Fee (plus HST as applicable) | |
| Seasonal (April 15-October 15) | \$5.75/ sq. ft | \$500 minimum fee | \$6.03/ sq. ft | \$500 minimum fee |
| Monthly | \$1.02/ sq. ft | | \$1.07/ sq. ft | |
| Weekly | \$0.26/ sq. ft | | \$0.27/ sq. ft | |
| Boat Handling & Yard Fees | 2023 Fee (plus HST as applicable) | | 2024 Fee (plus HST as applicable) | |
| | Seasonal Slip Holder*** | Non-Seasonal Slip Holder | Seasonal Slip Holder*** | Non-Seasonal Slip Holder |
| Travel Lift (Haul Out/Launch) Minimum \$225 charge | \$9.70/ft | \$10.90/ft | \$10.18/ft | \$10.90/ft |
| Travel Lift (per hour after first hour) | \$80.00/hr | \$100.00/hr | \$80.00/hr | \$100.00/hr |
| Block & Stand Rental (per season) | \$5.75/ft | \$6.90/ft | \$5.75/ft | \$6.90/ft |
| Power Washing Hull Bottom** | \$2.75/ft | \$3.15/ft | \$2.75/ft | \$3.15/ft |
| Yard Equipment Fee | \$ 125/hr | \$ 145/hr | \$ 125/hr | \$ 145/hr |
| Yard Labour Fee | \$ 80/hr | \$ 100/hr | \$ 80/hr | \$ 100/hr |
| Mast Stepping - Length Overall (LOA) | \$ 4.15/ft | \$ 6.40/ft | \$ 4.15/ft | \$ 6.40/ft |
| Mast Storage (per season) - Length Overall (LOA) | \$ 1.81/ft | \$ 3.45/ft | \$ 1.81/ft | \$ 3.45/ft |
| Trailer/Cradle Storage (per season) | \$115.00 | \$200.00 | \$115.00 | \$200.00 |
| Pump-out (Transients) | N/A | \$15.00 | N/A | \$15.00 |

* Based on payment in full prior to haul out.

** Powerwash only free for boats with anti-fouling paint on hull. Oversized boats (>42 ft in length), or non anti-fouling on hull may result in applicable extra charges.

*** Based on payment in full for dockage during current season.

APPENDIX I: Schedule I - Sugarloaf Marina

| Marina Pavilion Rates** | | | |
|--|-----------------|--|--|
| Organization | | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| | | Flat Rate | Flat Rate* |
| Event with 1 to 100 participants with no alcohol | Seasonal boater | \$200.00 | \$254.00 |
| | General Public | \$375.00 | \$429.00 |
| Event with 1 to 100 participants with alcohol | Seasonal boater | \$200.00 | \$335.00 |
| | General Public | \$375.00 | \$510.00 |
| Event with 101 to 250 participants with no alcohol | Seasonal boater | \$200.00 | \$308.00 |
| | General Public | \$375.00 | \$483.00 |
| Event with 101 to 250 participants with alcohol | Seasonal boater | \$200.00 | \$443.00 |
| | General Public | \$375.00 | \$618.00 |
| Additional charges: | | Flat Rate | Flat Rate |
| Clean-up fee is charged | | \$30.00 | \$30.00 |
| Damage deposit (refundable w/o damage to property) | | \$200.00 | \$200.00 |
| Chairs (per chair) | | \$5.75 | \$5.75 |
| Tables (per table) | | \$13.00 | \$13.00 |

*Includes applicable User Group Liability Insurance

| Non-Motorized Recreation Rental Fees | | |
|---|--|--|
| Rates | 2023 Fee (plus HST as applicable) | 2024 Fee (plus HST as applicable) |
| Kayak | \$13.27/hr | \$13.27/hr |
| Stand Up Paddleboard (SUP) or Canoe | \$17.69/hr | \$17.69/hr |
| Refundable Security Deposit | \$100.00 | \$100.00 |
| Children under 13 years of age | FREE with Adult Purchase | FREE with Adult Purchase |
| PORTicipate Pass/Seasonal Slip Holder Fee | 50% of all applicable fees | 50% of all applicable fees |
| Punch Pass (15 hours) | \$125.00 | \$125.00 |

APPENDIX J: Schedule J - Procedures for Tax Registration and Tax Sales

Whereas Section 385 of the *Municipal Act, 2001* provides that a municipality may fix a scale of costs to be charged as reasonable costs of proceedings under Part XI of said Act, the scale of costs per property shall be as follows:

| Procedure | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|--|--|
| Tax Registration (per address) | Actual Cost for 3 rd Party Services | Actual Cost for 3 rd Party Services |
| Tax Sale (per address) | Actual Cost for 3 rd Party Services | Actual Cost for 3 rd Party Services |
| Administration Processing Fee | \$500.00 | \$520.00 |
| Extension Agreement Prepare Extension Agreement and present to Council for consideration | \$275.00 | \$286.00 |
| Other direct incidental costs: Costs for other direct incidental items not considered above to be established as incurred based on invoice cost, plus ten percent (10% Administration Fee). | | |

APPENDIX K: Schedule K - Corporate Services

| Service | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|---|--|
| Tax Arrears Certificate (includes water arrears) | \$50.00 | \$52.00 |
| Paper Copy - Tax Inquiry / Water Inquiry Returned | \$7.00 | \$7.00 |
| Cheque Charge | \$35.00 | \$35.00 |
| New Account Fee - Ownership Change | \$50.00 | \$52.00 |
| New Account Fee - New Roll Creation | \$50.00 | \$52.00 |
| New Account Fee - Water | \$50.00 | \$52.00 |
| Transfers to Tax for Over Due Accounts | \$50.00 | \$52.00 |
| POA Add to Tax Administration Fee | \$50.00 | \$52.00 |
| Administration Fee Accounts Sent to Collections | \$50.00 | \$52.00 |
| Marriage License | \$125.00 | \$130.00 |
| Civil Ceremony held at City Hall* (during regular business hours) | NEW | \$250.00 |
| Civil Ceremony held at City Hall* (outside of regular business hours) | NEW | \$300.00 |
| Civil Ceremony held at location other than City Hall* | NEW | \$350.00 plus mileage at City rate |
| Commissioner for Taking Affidavits (including HST)** | \$15.00 | \$20.00 |
| Death Registrations | \$20.00 | \$25.00 |
| Photocopying (per page) | \$0.25 | \$0.25 |

* \$100.00 non-refundable fee due upon initial consultation with the officiant

APPENDIX L: Schedule L - Port Colborne Historical and Marine Museum

| Museum | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|-------------|--------------------------------------|---|
| Retrieval Fees: | | | |
| Artifact/ Photograph - (Appointment Required) | Per item | \$20.00 | \$20.00 |
| Tours: | | | |
| Group Tours (Minimum 5 people) | Per person | \$5.00 | \$5.00 |
| School Tours | Per student | \$5.00 | \$5.00 |
| Off Site Tours – Cemetery, West St Humberstone, etc. | Per person | \$5.00 | \$5.00 |
| Admission Fees: | | | |
| Museum & Village | | Donation Box | Donation Box |
| Canal Days | | Sponsored | Sponsored |
| Christmas Festival | | By Donation | By Donation |
| Membership Fees: | | | |
| Students/Seniors (60+) | | \$5.00 | \$5.00 |
| Individual | | \$8.00 | \$8.00 |
| Family | | \$10.00 | \$10.00 |
| Life Patron | | \$100.00 | \$100.00 |
| Sustaining (Corporate) | | By Donation | By Donation |

APPENDIX M: Schedule M - L.R. Wilson Heritage Research Archives

| Archives | Term | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|-----------|--------------------------------------|---|
| Research Fees: | | | |
| (The following applies to research conducted by Museum staff for others.) | | | |
| Commercial Use | Per hour | \$60.00 | \$60.00 |
| Personal Use | Per hour | \$20.00 | \$20.00 |
| Student Use | Per hour | \$10.00 | \$10.00 |
| Unassisted Research | | By Donation | By Donation |
| Retrieval Fees: | | | |
| Artifact/ Photograph - (Appointment Required) | Per item | \$20.00 | \$20.00 |
| Photo Reproduction Fees: | | | |
| Copyright Restrictions Apply and a Reproduction Agreement must be signed | | | |
| Commercial Use | Per image | \$50.00 | \$50.00 |
| Personal Use | Per image | \$30.00 | \$30.00 |
| Publication (print, digital) | Per image | \$100.00 | \$100.00 |
| Photocopies: | | | |
| *Copyright Restrictions Apply | | | |
| Black & White 8 x 10 copy paper | Per copy | \$0.25 | \$0.25 |
| Black & White > 8 x 10 copy paper | Per copy | \$0.50 | \$0.50 |
| Colour Copy | Per page | \$1.00 | \$1.00 |
| (Retrieval fees may apply) | | | |
| Rental Fees for MacDonald Conference Hall:* | | | |
| Daily Rental up to 8 hours (Requires signed contract) | Daily | \$120.00 | \$150.00 |

*Includes applicable User Group Liability Insurance premium

APPENDIX N: Schedule N - By-Law Enforcement

| Miscellaneous Fees | | |
|--|-----------------|--------------------------|
| Schedule of Fees | 2023 Fee | 2024 Proposed Fee |
| Fence By-Law | | |
| Fence Variance (non-refundable) | \$521.00 | \$573.00 |
| Fence By-Law Order to Comply – application fee | \$235.00 | \$259.00 |
| Boulevard and of Snow Removal By-Law | | |
| Snow clearing - per meter | \$12.00 | \$13.00 |
| Snow and Ice Removal By-Law Order to Comply – application fee | \$227.00 | \$250.00 |
| Regulate Noise By-Law | | |
| Noise Variance – Private function taking place on private property | \$173.00 | \$190.00 |
| Noise Variance – Private function taking place on City | \$115.00 | \$127.00 |
| On Street Parking Permits | | |
| Initial Fee (per vehicle) | \$31.00 | \$34.00 |
| Replacement Fee (per vehicle) | \$47.00 | \$52.00 |
| Fail to display permit prominently | \$31.00 | \$34.00 |
| Park without permit | \$58.00 | \$64.00 |
| Encroachment Agreements | | |
| Application | \$397.00 | \$437.00 |
| Annual | \$113.00 | \$124.00 |
| Discharge of Firearm | | |
| Discharge of Firearm Variance | \$107.00 | \$118.00 |

| Maintenance of Property and Land(Lot Maintenance By-law) | | |
|---|--|---|
| Schedule of Fees | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
| Re-inspection fee* | \$110.00 | \$121.00 |
| Minimum maintenance fee | \$198.00 | \$218.00 |
| Administration fee | Add 15% | Add 15% |
| Mailing fee | \$31.00 | \$34.00 |
| *Re-inspection fee is payable where violation still exists. | | |

APPENDIX N: Schedule N - By-Law Enforcement

| Cutting Grasses and Weeds(Lot Maintenance By-law) | | |
|--|-----------------|--------------------------|
| Lot Size | 2023 Fee | 2024 Proposed Fee |
| 1 to 7,500 square feet | Actual Costs | Actual Costs |
| 7,501 to 15,000 square feet | Actual Costs | Actual Costs |
| 15,001 to 30,000 square feet | Actual Costs | Actual Costs |
| 30,000 square feet to 1 acre | Actual Costs | Actual Costs |
| > 1 acre to 1.5 acres | Actual Costs | Actual Costs |
| > 1.5 acres to 2 acres | Actual Costs | Actual Costs |
| Each additional acre | Actual Costs | Actual Costs |

| Erection and Maintenance of Signs and Other Advertising Devices (Sign By-law) | | | | |
|--|---------------------------------|------------------|-----------------|--------------------------|
| Sign Type | Size | Term | 2023 Fee | 2024 Proposed Fee |
| Awning | Each | | \$58.00 | \$64.00 |
| Banner | Not exceeding 6.7 square meters | Per 15 days | \$17.00 | \$19.00 |
| Banner | Exceeding 6.7 square meters | Per 15 days | \$36.00 | \$40.00 |
| Billboard | Maximum 50 square meters | Per square meter | \$6.00 | \$7.00 |
| Facia | Maximum 15 square meters | Per square meter | \$6.00 | \$7.00 |
| Ground | Maximum 10 square meters | | \$58.00 | \$64.00 |
| Mall | | Per square meter | \$6.00 | \$7.00 |
| Pole / Pylon | Maximum 20 square meters | Per square meter | \$6.00 | \$7.00 |
| Portable | Maximum 9 square meters | Per 15 days | \$17.00 | \$19.00 |
| Projecting | Maximum 10 square meters | | \$58.00 | \$64.00 |
| Roof | Maximum 50 square meters | Per square meter | \$6.00 | \$7.00 |

| Sign Variance By-law | | |
|--------------------------------------|-----------------|--------------------------|
| Type | 2023 Fee | 2024 Proposed Fee |
| Sign Variance (non-refundable) | \$810.00 | \$891.00 |
| Order to Comply – administration fee | \$235.00 | \$259.00 |

APPENDIX N: Schedule N - By-Law Enforcement

| Pool Variance By-law | | |
|--------------------------------------|-----------------|--------------------------|
| Type | 2023 Fee | 2024 Proposed Fee |
| Pool Variance (non-refundable) | \$450.00 | \$495.00 |
| Order to Comply – administration fee | \$235.00 | \$259.00 |

| Respecting the Keeping of Animals (Exotic Animals By-law) | | |
|---|-----------------|--------------------------|
| Schedule of Fees | 2023 Fee | 2024 Proposed Fee |
| For the first animal of each species | \$22.00 | \$24.00 |
| For the second and third animal of each species | \$3.00 | \$3.00 |
| For each species the aggregate of which exceed three in | \$2.00 | \$2.00 |
| Maximum Licensing fee* | \$5,785.00 | \$6,364.00 |
| *regardless of the number of animals, animal species or sub-species held in a single location | | |

Note: Beach and Marina enforcement penalties are noted in their respective appendicies

APPENDIX O: Schedule O - Cemeteries of the City of Port

| Opening and Closing Fees and Charges | 2022 & 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
|--|-------------------------------|---|
| Adult Burial (weekday) | \$969.00 to \$1,275.00 | \$ 1,880.00 |
| Adult Burial (weekend or holiday) | | |
| Child Burial (weekday)* | \$357.00 to \$377.00 | No Charge for Port Colborne Residents under the age of 12 years old |
| Child Burial (weekend or holiday)* | | |
| Infant Burial (weekday)* | | |
| Infant Burial (weekend or holiday)* | | |
| Cremation/Columbarium (weekday) | \$250.00 to \$680.00 | \$ 900.00 |
| Cremation/Columbarium (weekend or holiday) | | |
| Cemetery Services and Interment Rights Prices | 2022 & 2023 Fee (plus HST) | 2024 Proposed Fee (plus HST) |
| Single Lot or Grave | \$ 1,377.00 | \$ 4,470.00 |
| Infant Lot or Grave* | 420.00 | No Charge for Port Colborne Residents under the age of 12 years old |
| Cremation Plot | \$ 485.00 | \$ 2,000.00 |
| Columbarium, each crypt | \$1,377.00 to \$1,530.00 | \$ 4,290.00 |
| Pouring Foundation (per cubic foot of concrete) | \$ 40.00 | \$ 60.00 |
| Perpetual care markers (owner supplied) | \$ 50.00 | \$ 100.00 |
| Perpetual care markers (owner supplied) <48" high | \$ 100.00 | \$ 200.00 |
| Perpetual care markers (owner supplied) >48" high | \$ 200.00 | \$ 400.00 |
| Disinternment (opening fee plus actual cost to disinter) | \$ 969.00 | \$ 1,660.00 |
| Ownership Transfer Fee | \$ 26.00 | \$ 130.00 |

* Regular Single Lot or Grave fees apply for non-residents of Port Colborne.

** Rates previously calculated at full cost recovery.

APPENDIX P: Schedule P - Planning and Development

| Application | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|---|---|
| Official Plan | | |
| Official Plan Amendment | \$5,092.00 | \$5,296.00 |
| Adjournment of an Official Plan Amendment (at applicant's request) | \$810.00 | \$842.00 |
| Zoning By-Law | | |
| Zoning By-Law Amendment | \$4,513.00 | \$4,694.00 |
| Adjournment of a Zoning By-Law (at owner's request) | \$810.00 | \$842.00 |
| Removal of a Holding Symbol | \$1,157.00 | \$1,203.00 |
| Temporary Use By-Law | \$4,513.00 | \$4,694.00 |
| Preparation of a Temporary Use Agreement | \$2,082.00 | \$2,165.00 |
| Extension of a Temporary Use | \$1,736.00 | \$1,805.00 |
| Plan of Subdivision | | |
| Draft Plan Approval of Subdivision (For greater certainty, the maximum fee shall be \$7,822.00 plus \$10,400 = \$18,222.000) | \$7,521.00 base fee plus \$50.00 per lot/ block to a maximum of \$10,000.00 | \$7,822.00 base fee plus \$52.00 per lot/ block to a maximum of \$10,400.00 |
| Redline Revisions/Change of Conditions to Draft Plan | \$3,314.00 | \$3,447.00 |
| Extension to Draft Plan Approval | \$1,736.00 | \$1,805.00 |
| Final Plan Approval | \$2,736.00 | \$2,845.00 |
| Amendment to Subdivision Agreement | \$2,314.00 | \$2,407.00 |
| Part Lot Control | \$1,157.00 | \$1,203.00 |
| Deeming By-Law | \$462.00 | \$480.00 |
| Discharge of a Subdivision Agreement | \$1,157.00 | \$1,203.00 |
| Plan of Condominium | | |

APPENDIX P: Schedule P - Planning and Development

| Application | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|---|---|
| Draft Plan Approval of Condo (For greater certainty, the maximum fee shall be \$7,822.00 plus \$10,400 = \$18,222.000) | \$7,521.00 base fee plus \$50.00 per lot/ block to a maximum of \$10,000.00 | \$7,822.00 base fee plus \$52.00 per lot/ block to a maximum of \$10,400.00 |
| Redline Revisions/Change of Conditions to Draft Plan | \$3,314.00 | \$3,447.00 |
| Extension to Draft Plan Approval | \$1,736.00 | \$1,805.00 |
| Final Plan Approval | \$2,736.00 | \$2,845.00 |
| Condominium Conversion | \$7,521.00 | \$7,822.00 |
| Amendment to Condominium Agreement | \$2,314.00 | \$2,407.00 |
| Discharge of a Condominium Agreement | \$1,157.00 | \$1,203.00 |
| Condominium Exemption Request | \$1,669.00 | \$1,736.00 |
| Site Plan Control | | |
| Site Plan Control Approval (agreement) | \$4,934.00 | \$5,131.00 |
| Site Plan Control Approval (no agreement) | \$2,000.00 | \$2,080.00 |
| Amendment to Site Plan Agreement | \$2,036.00 | \$2,117.00 |
| Discharging of a Site Plan Agreement | \$1,157.00 | \$1,203.00 |

APPENDIX P: Schedule P - Planning and Development

| Application | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|--|---|
| Committee of Adjustment | | |
| Minor Variance/Expansion of Non-Conforming Use | \$1,330.00 | \$1,383.00 |
| Minor Variance (Building without a Permit) | \$1,736.00 | \$1,805.00 |
| Consent (new lot) | \$1,852.00 | \$1,926.00 |
| Easement | \$1,272.00 | \$1,323.00 |
| Lot Addition/Boundary Adjustment | \$1,272.00 | \$1,323.00 |
| Adjournment of a Consent or Variance (at applicant's request) | \$578.00 | \$601.00 |
| Changes to Consent Conditions | \$578.00 | \$601.00 |
| Final Certification Fee | \$231.00 | \$240.00 |
| Validation of Title | \$1,041.00 | \$1,083.00 |
| Miscellaneous | | |
| Quarry/Pit Establishment or Expansion | \$69,426.00 | \$72,203.00 |
| Telecommunication Facilities Consultation Process | \$1,736.00 | \$1,805.00 |
| Compliance Letter Express (within 3 days) | \$208.00 | \$216.00 |
| Development Agreement | \$2,777.00 | \$2,888.00 |
| Discharging of a Development Agreement | \$1,041.00 | \$1,083.00 |
| Front Ending Agreement | \$1,736.00 | \$1,805.00 |
| OMB Subpoena - first day | \$694.00 | \$722.00 |
| OMB Subpoena - thereafter | \$462.00 | \$480.00 |
| Pre-consultation Meetings (Major - OPA/ ZBLA/ Subdivision/ Condominium)* | \$500.00 | \$520.00 |
| Pre-consultation Meetings (Minor - minor variance & consent)* | \$250.00 | \$260.00 |
| Combined Applications | | |
| Consent & Minor Variance | \$2,431.00 | \$2,528.00 |
| Consent & Development Agreement | \$4,049.00 | \$4,211.00 |
| Minor Variance & Development Agreement | \$3,471.00 | \$3,610.00 |

APPENDIX P: Schedule P - Planning and Development

| Application | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|--|---|--|
| Engineering | | |
| Municipal Consent Permit Fee** | \$350.00 | \$364.00 |
| Lot Grading Plan Review | \$100.00 | \$104.00 |
| Site Alteration Permit Inspections** | | |
| <p>Site Alteration Permit (< 1,000m³): Permit application fee to be applied where the being removed or placed exceeds the following limits per lot size:</p> <ul style="list-style-type: none"> - 0.1 hectares or less/maximum of 10m³ - > 0.1 to 0.2 hectares/maximum of 50m³ - > 0.2 to 0.5 hectares/maximum of 100m³ - > 0.5 hectares or larger/maximum of 500m³ - > 500m³ but less than 1,000m³ | \$500.00 | \$520.00 |
| <p>Site Alteration Permit (> 1,000m³): Permit application fee to be applied where the fill being removed or placed is greater than 1,000m³.</p> | \$1,000.00 | \$1,040.00 |
| <p>Site Alteration Permit Renewal/Extension (within limits): Fee to be applied when a renewal/extension is granted two (2) months prior to the expiration of the Site Alteration Permit issued.</p> <p><u>Note:</u> A renewal/extension occurring after expiration of, or within two (2) months prior to the expiration of, the Site Alteration Permit issued is considered a new application and subject to new application fees.</p> | \$500.00 | \$520.00 |

APPENDIX P: Schedule P - Planning and Development

| Application | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|--|--|
| <p>Site Alteration Permit Renewal/Extension (exceeded limits): Fee to be applied when a Site Alteration Permit (< 1,000m3) permit has been issued and subsequently, the amount of material has exceeded the allowable limits, and the renewal/extension is granted two (2) months prior to the expiration of the Site Alteration Permit issued.</p> <p><u>Note:</u> A renewal/extension occurring after expiration of, or within two (2) months prior to the expiration of, the Site Alteration Permit issued is considered a new application and subject to new application fees.</p> | \$750.00 | \$780.00 |
| <p>Post Site Alteration Permit Issuance Reviews: Engineering or zoning review or other changes after Site Alteration Permit has been issued.</p> | \$1,000.00 | \$1,040.00 |
| <p>Haul route inspections: Haul route inspections prior to, during and after issuance of a Site Alteration Permit).</p> | \$100/inspection | \$104/inspection |
| <p>Post-Commencement Permit Surcharge: Fees to be applied for any Site Alteration Permit application which has been made post-commencement of activities.</p> | 150% of applicable fees | 150% of applicable fees |
| <p>Site Alteration Violation Investigation: This fee shall be applied in any situation where work or activities have been undertaken for which a Site Alteration Permit is required but not obtained. This fee is in addition to all other fees, charges and securities applicable under this By-law.</p> | 100% of applicable application fee (each occurrence) | 100% of applicable application fee (each occurrence) |

APPENDIX P: Schedule P - Planning and Development

| Application | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|-------------|---|--|
|-------------|---|--|

* The application fee is reduced by the amount paid for pre-consultation if the application is submitted within 18 months of the pre-consultation meeting date.

** A \$1000.00 security deposit is required. The funds will be returned after final inspection if all works have been completed to the satisfaction of the City. The City has the right to use the funds if damage is not repaired or reinstated to the satisfaction of the City.

Refund of Fees

If an application is withdrawn before circulation to commenting agencies, ninety percent (90%) of the fee will be refunded . If withdrawn after circulation, but before notice of the public meeting is given, fifty percent (50%) of the fee will be refunded and if withdrawn after the notice of public meeting is given, but before the Planning and Development Services division Recommendation

Reactivation

Any application which has been withdrawn and/or has been inactive for one year shall be considered abandoned and a full fee shall be required to activate a new application.

Notes:

Additional fees for most applications are required for Niagara Regional Development Services and the Niagara Peninsula Conservation Authority review. Applicants are recommended to contact each agency for their respective Fee Schedule. If fees are required, applicants must make out separate cheques payable to each agency at the time of application submission to the City.

APPENDIX Q: Schedule Q - Maintenance and Occupancy of Property (Property Standards By-law)

| Schedule of Fees | Unit | 2023 Fee | 2024 Proposed Fee |
|---|-------------------|----------|-------------------|
| Issuance of Certificate of Compliance | | | |
| 1-5 Dwelling Units | Per Dwelling Unit | \$58.00 | \$64.00 |
| More than 5, but not exceeding 25 Dwelling Units | Per Certificate | \$289.00 | \$318.00 |
| <i>PLUS</i> | Per Dwelling Unit | \$12.00 | \$13.00 |
| More than 25 Dwelling Units | Per Certificate | \$462.00 | \$508.00 |
| <i>PLUS</i> | Per Dwelling Unit | \$12.00 | \$13.00 |
| Other | | \$89.00 | \$98.00 |
| Vacant Property | | \$115.00 | \$127.00 |
| Inspection Fees | | | |
| Registering Order on Title | Per Title | \$58.00 | \$64.00 |
| Compliance Inspection & Removing Order <i>(Inspection Fee, Removal and Response to Lawyer)</i> | Per Order | \$115.00 | \$127.00 |
| Additional Inspection for Compliance | Each | \$36.00 | \$40.00 |
| Appeal Fees | | | |
| Apply for an Appeal (non-refundable) | Per Appeal | \$289.00 | \$318.00 |
| Other Fees | | | |
| Order to Comply | | \$235.00 | \$259.00 |

APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

| Construction | | |
|--|----------|-------------------|
| New Building Construction and Additions ^{6,8} | 2023 Fee | 2024 Proposed Fee |
| Minimum Fee for all Building Permits ⁹ | \$139.00 | \$145.00 |

| Major Occupancy ⁷ | Permit Fee Details ¹⁻¹⁶ | 2023 Fee | 2024 Proposed Fee |
|---|------------------------------------|------------------|-------------------|
| Group A – Assembly Occupancies <i>Examples: School, church, restaurant, daycare, hall, transit, recreation facility, other</i> | Per square foot | \$2.17 | \$2.26 |
| Group B – Institutional Occupancies <i>Examples: Hospital, retention facility, nursing home, other</i> | Per square foot | \$2.35 | \$2.45 |
| Group C – Residential Occupancies <i>Single detached dwelling</i> <i>Semi-detached dwelling, duplex dwelling</i> <i>Townhouse</i> <i>Multiple unit dwellings, apartment building, townhouse</i> <i>Hotels, motels</i> <i>Other residential</i> | Per square foot | \$1.60 | \$1.67 |
| Group D – Business/Personal Services Occupancies <i>Examples: Office, bank, medical, police station, other</i> | Per square foot | \$2.00 | \$2.08 |
| Group E – Mercantile Occupancies <i>Examples: Store, shopping mall/plaza, shop, market, retail, other</i> | Per square foot | \$1.87 | \$1.95 |
| Group F – Industrial Occupancies <i>Examples:</i> <i>Industrial mall/plaza/garage, plant, factory, warehouse, other</i> <i>Industrial buildings with no partitions, no plumbing and no mechanical</i> | Per square foot Per square foot | \$1.38 \$1.05 | \$1.44 \$1.09 |

APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

| New Building Construction and Additions^{6,8 (continued)} | Permit Fee Details¹⁻¹⁶ | 2023 Fee | 2024 Proposed Fee |
|---|--|-----------------|--------------------------|
| <i>Special Categories/Occupancies</i> | | | |
| Farm building, greenhouse | Per square foot | \$0.36 | \$0.38 |
| Park Model Trailer | | \$244.99 | \$254.79 |
| Tent, temporary fabric structure | Each | \$244.99 | \$254.79 |
| Renewable Energy Projects | | See note 12 | See note 12 |
| <i>Houses and Accessory to Houses:¹⁴</i> | | | |
| Garage, carport | Per square foot | \$0.90 | \$0.93 |
| Covered deck/porch | Per square foot | \$0.58 | \$0.60 |
| Uncovered deck/porch | Per square foot | \$0.58 | \$0.60 |
| Sunroom/solarium, 3-Season Room, Add-A-Room (on Park Model Trailers) | Per square foot | \$0.90 | \$0.93 |
| Shed/accessory building | Per square foot | \$0.90 | \$0.93 |
| Alterations | | | |
| | Permit Fee Details¹⁻¹⁶ | 2023 Fee | 2024 Proposed Fee |
| Unfinished basement (new or replaced foundation) | Per square foot | \$0.34 | \$0.36 |
| Under pinning foundation | | See note 12 | See note 12 |
| Roof structure | Per square foot | \$0.19 | \$0.20 |
| Fireplace, woodstove, chimney | | \$152.94 | \$159.06 |
| <i>Interior Alterations:</i> | | | |
| Interior alterations, all occupancies, except finished basements | Per square foot | \$0.76 | \$0.79 |
| Finishing basement | Per square foot | \$0.76 | \$0.79 |
| Other minor alteration | | See note 12 | See note 12 |
| Partial Permit/Staged Construction¹¹ | | 2023 Fee | 2024 Proposed Fee |
| All partial permits subject to a surcharge applied to the stage permit value | | 50% | 50% |
| <i>Foundation Stage¹¹</i> | | | |
| Complete to grade including or excluding underground services within building | | 15% | 15% |
| <i>Building Shell Stage¹¹</i> | | | |
| Completed structural shell stage | | 40% | 40% |
| Completed architectural shell stage | | 80% | 80% |
| <i>Building Completion Stage¹¹</i> | | | |
| Includes completed building stage | | 100% | 100% |

APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

| Plumbing Only | Permit Fee Details¹⁻¹⁶ | 2023 Fee | 2024 Proposed Fee |
|---|--|-----------------|--------------------------|
| Fixture; plumbing appliance; stack; interceptor; tank; floor drain; sewage ejector; sump; manhole; catchbasin; rain water leader; other | Each | \$11.36 | \$11.82 |
| All buried piping including building drain and sewer; building storm drain and sewer; storm drainage piping; water service pipe | Per linear foot | \$1.53 | \$1.59 |
| Water distribution pipe inside a building | Each | \$152.94 | \$159.06 |
| Residential¹⁴ | | | |
| Replace buried water service, sanitary drains or storm drains (single fee applies if multiple services are replaced at the same time) | Each | \$245.00 | \$255.00 |
| Mechanical HVAC Only | | | |
| | Permit Fee Details¹⁻¹⁶ | 2023 Fee | 2024 Proposed Fee |
| Group A, B, C (except houses), D E | Per square foot | \$0.12 | \$0.12 |
| Houses | | \$152.94 | \$159.06 |
| Group F | Per square foot | \$0.12 | \$0.12 |
| Commercial type Kitchen Exhaust | | See note 12 | See note 12 |
| Pool | | | |
| | | 2023 Fee | 2024 Proposed Fee |
| Public pool | | \$421.85 | \$438.72 |
| Private pool | | \$178.44 | \$185.57 |
| Designated Structure | | | |
| | | 2023 Fee | 2024 Proposed Fee |
| As defined in the Ontario Building Code | | See note 12 | See note 12 |
| Demolition | | | |
| | Permit Fee Details¹⁻¹⁶ | 2023 Fee | 2024 Proposed Fee |
| Houses ¹⁴ and buildings less than 3,000 square feet (gross area) | Each | \$191.17 | \$198.82 |
| Other demolitions | Per square foot | \$0.12 | \$0.12 |
| Conditional¹⁵ | | | |
| | | 2023 Fee | 2024 Proposed Fee |
| Surcharge | | 50% | 50% |

APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

| Change of Use | 2023 Fee | 2024 Proposed Fee |
|--|-----------------|--------------------------|
| Permit for the change of use of a building or part thereof | \$160.00 | \$166.00 |

| Occupancy | 2023 Fee | 2024 Proposed Fee | |
|---|--|--------------------------|----------|
| Permit to allow occupancy | | | |
| Houses, semi-detached dwellings, townhouses | Each | \$160.00 | \$166.00 |
| Other buildings | Each | \$160.00 | \$166.00 |
| Permit to allow partial occupancy | | | |
| For area of building to be occupied | Per square foot gross floor space to be occupied | \$0.09 | \$0.09 |
| Review of proposed application | Per hour | \$118.00 | \$123.00 |

| Transfer | 2023 Fee | 2024 Proposed Fee |
|-----------------------------------|-----------------|--------------------------|
| Transfer of permit to a new owner | \$160.00 | \$166.00 |

| Deposits Required for Permits | 2023 Fee | 2024 Proposed Fee | |
|---|--|--------------------------|------------|
| New Main Buildings | Houses | \$1,050.00 | \$1,092.00 |
| | Other than Houses | \$525.00 | \$546.00 |
| Additions, Accessory | Houses | \$525.00 | \$546.00 |
| | Other than Houses | \$525.00 | \$546.00 |
| Alterations | Houses | \$525.00 | \$546.00 |
| | Other than Houses | \$525.00 | \$546.00 |
| Demolitions | Main Building | \$2,100.00 | \$2,184.00 |
| | Accessory, Partial | \$525.00 | \$546.00 |
| Pools | In ground and On- | \$525.00 | \$546.00 |
| Other | | \$525.00 | \$546.00 |
| New Main Buildings, Additions and Renovations | Industrial, Commercial Institutional and Residential other than Houses | \$1,050.00 | \$1,092.00 |
| Lot Grading Deposit | All categories of | \$2,100.00 | \$2,184.00 |

APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

Notes for Deposits:

1. No deposit is required for the following:
 - a) Uncovered decks on piers
 - b) Tents and fabric structures
2. "Houses" includes single detached, semi-detached, duplexes, triplexes and townhouses.
3. "Other than Houses" includes Plumbing only, Mechanical HVAC only, Designated Structures, etc.
4. The requirement for a new deposit may be waived where the City already holds a deposit with an owner on the same property with respect to an open permit file with the City, provided:
 - a) The deposit already held is equal or larger than the amount specified in this Schedule.
 - b) There is no existing damage to City property as a result of work on the lot.
 - c) The existing deposit is recorded on all applicable permit files as being held as security for other

| Additional Fees and Charges | 2023 Fee | 2024 Proposed Fee |
|---|----------|-------------------|
| Discharge of an Order from property title | \$965.30 | \$1,004.00 |
| Submitting an application for Permit | | |
| Minimum non-refundable fee for submitting all permit applications. This fee is discounted against the final Permit fee. | \$139.00 | \$145.00 |
| Work Without Permit - Percentage increase in applicable fees from this schedule will apply where commencement of construction or demolition has occurred prior to the issuance of the required permit. Refer to Section 4.4 of The Building By-law. | 100% | 100% |
| <i>Alternative Solution</i> application (per hour, minimum 4 hours) | \$160.00 | \$166.00 |

| Refund of Permit Fees | 2023 Fee | 2024 Proposed Fee |
|--|----------|-------------------|
| Permit Issued. Administration functions only have been performed. No field inspections have been | 50% | 50% |
| Additional deduction from eligible refund for each field inspection that had been performed. | \$61.00 | \$63.00 |

Notes for Refunds:

1. No refund will apply one year after date of permit issuance.
2. If the calculated refund is less than the minimum fee applicable to any permit, no refund shall be made of the fees paid.
3. No permit fee shall be refunded where the permit has been revoked by the Chief Building Official in accordance with the Act.

APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

General Notes:

- 1.** Permit fee is \$/square foot, \$/linear foot, or \$ (flat rate).
- 2.** Square foot is gross of all floors above grade measured from the outer face of exterior walls, unless noted otherwise. Mezzanines, lofts, habitable attics and dwelling units below grade are included as floor areas for permit fee calculations.
- 3.** Where there is no floor or exterior walls for the project, square foot is the greatest horizontal area of the structure. For example, buildings or structures supported by posts or columns.
- 4.** \$145.00 paid at time of application plus \$57.00 for each additional inspection in excess of one where the building is not ready for occupancy and which must be paid prior to issuance of Occupancy Permit.
- 5.** There are no deductions from the gross floor area for openings such as stairs, elevators, shafts, etc.
- 6.** Cellars, unfinished basements and crawl spaces are not used in the fee calculation for new construction.
- 7.** Major occupancy is based upon the Ontario Building Code.
- 8.** New construction and additions include plumbing, HVAC and all other regulated building services/components.
- 9.** Minimum permit fee is \$145.00 and is addition to the per square foot fee.
- 10.** Revision or amendment to an open permit is a minimum \$57.00 fee plus \$57.00 per hour of administration time.
- 11.** For a Partial Permit, the percentage shown for the applicable stage of construction (minus the percentage for any previous Partial Permits) must be multiplied by the applicable permit application fee shown for new construction and then increased by a 50% administrative surcharge to obtain the required total fee for that stage.
- 12.** If the work regulated by the permit cannot be described otherwise, the permit application fee shall be \$16.02 for each \$1,000.00 value of work proposed.
- 13.** Houses in Special Categories and Alterations includes semi-detached, duplexes, triplexes, and townhouses.
- 14.** See "Deposits Required for Permits" for applicable deposits.
- 15.** The fee for a Conditional Permit is equal to the regular permit fee described above plus an additional administrative surcharge of 50% of the regular permit fee. If the Conditional Permit also happens to be a Partial Permit, the Partial Permit fee already increased by 50% must be increased by an additional 50% to obtain the required total fee.
- 16.** A 50% reduction in the fees payable will be applicable to all properties that are located within the project area boundaries of the Olde Humberstone Main Street Community Improvement Plan, the Downtown Central Business District Community Improvement Plan, Brownfield Community Improvement Plan and East Waterfront Community Improvement Plan. No fee reduction will be applied where the 'Work Without Permit' fee is applicable.
- 17.** Third Party Review of applications are undertaken at the discretion of the Chief Building Official and may be required for very large or complex developments. The Chief Building Official may require that the estimated or actual costs associated with the third party review be payable at any time prior to permit issuance.

APPENDIX S: Schedule S - Filming Fees

| Service | 2023 Fee (plus HST as applicable) | 2024 Proposed Fee (plus HST as applicable) |
|---|---|---|
| Film Permit - Municipal Property | \$175.00 | \$175.00 |
| Staff Time - Film Liason | \$85.00 | \$85.00 |
| Security Deposit | \$2,500.00 minimum for low impact filming projects | \$2,500.00 minimum for low impact filming projects |
| | \$5,000.00 minimum for medium to high impact filming projects | \$5,000.00 minimum for medium to high impact filming projects |

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Authorize the Temporary Borrowing of \$6,000,000.00 for
2024

Whereas the Council of The Corporation of the City of Port Colborne (the "City") authorizes the Mayor and Director of Corporate Services/Treasurer to temporarily borrow, as required, up to \$6,000,000 for operating cash flow in 2024 to meet the day-to-day expenditures, pending receipt of tax levies, user fees and revenues anticipated during the year; and

Whereas Section 407 of the *Municipal Act*, 2001, as amended, provides for Council to pass such a by-law; and

Whereas at its meeting of October 24, 2023 the Council of the City of Port Colborne approved the recommendation of Corporate Services Department, Report 2023-203, Subject: 2024 Borrowing By-law;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. The Mayor and Director of Corporate Services/Treasurer are hereby authorized, on behalf of the City, to temporarily borrow, a sum or sums not to exceed the aggregate of \$6,000,000.00, from the Canadian Imperial Bank of Commerce (the "Bank"), to meet operating cash flow requirements in 2024, pending receipt of tax levies, user fees and revenues anticipated during the year and to give, on behalf of the Corporation, to the Bank, a promissory note or notes sealed with the Corporate Seal and signed by the Mayor and Director of Corporate Services/Treasurer for the monies so borrowed with interest at such rate as may be agreed upon from time to time, with the Bank.
2. All sums borrowed pursuant to the authority of this by-law, as well as all other sums borrowed in this year and in previous years from the said Bank for any or all of the purposes mentioned, in accordance with Section 407 of the *Municipal Act*, 2001, as amended, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year, and for all preceding years, as and when such revenues are received.
3. The Director of Corporate Services/Treasurer is hereby authorized and directed to apply, in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for such purpose.
4. That this By-law shall come into force and take effect on the date of passing.

Enacted and passed this 24th day of October 2023.

William C. Steele
Mayor

Saima Tufail
Interim City Clerk

The Corporation of the City of Port Colborne

By-Law no. _____

Being a by-law to provide for an Interim tax levy for the year 2024

Whereas Section 317 of the *Municipal Act*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes; and

Whereas the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality.

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

In this by-law, the following words shall be defined as:

"Minister" shall mean the Minister of Finance

"MPAC" shall mean the Municipal Property Assessment Corporation

1. The amounts levied shall be as follows:

1.1 For the Residential, Pipeline, Farm, Farmland Awaiting Development, Railway Right-of-Way, and Managed Forest property classes, there shall be imposed and collected an interim levy of:

- a) the percentage prescribed by the Minister under Section 317(10) of the *Municipal Act*; or;
- b) 50%, if no percentage is prescribed, of the total annualized taxes for municipal and school purposes levied on property in the year 2023.

1.2 For the Multi-Residential, New Multi-Residential, Commercial, Parking Lot, Shopping Centre, Industrial and Large Industrial property classes, there shall be imposed and collected an interim levy of:

- a) the percentage prescribed by the Minister under Section 317(10) of the *Municipal Act*; or,
- b) 50%, if no percentage is described, of the total annualized taxes for municipal and school purposes levied on property in the year 2023.

The amounts shall be levied on the assessment according to the Assessment Roll, as returned by MPAC.

2. For the purposes of calculating the total amount of taxes for the year 2023 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2023 because assessment was added to the Collector's Roll during 2023, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.

3. The provisions of this by-law apply in the event that assessment is added for the year 2024 to the Collector's Roll after the date this by-law is passed and an interim levy shall be imposed and collected.

4. All taxes levied and collected under this by-law shall be payable to the Office of the Treasurer, or any financial institution within the City of Port Colborne. Payment must be received at City Hall on or before the due dates in accordance with the provisions of this by-law.
 5. The interim tax levy imposed by this by-law shall have a date of demand being February 7, 2024 and shall be paid in two instalments due on the following dates:
 - 5.1 One-half thereof on the **28th day of February of 2024;**
 - 5.2 One-half thereof on the **29th day of April of 2024;**
- Non-payment of the amount on the dates stated above shall constitute default and any subsequent instalments shall forthwith become payable.
- Properties registered for the preauthorized monthly payment program will have their taxes payable in automatic instalments at the first of the month beginning January 2, 2024 or the beginning of the month following enrolment.
6. The Treasurer may mail or cause to be mailed a notice specifying the amount of taxes payable and due dates for payment to the address of the residence or place of business of each person taxed under this by-law, unless the taxpayer directs the Treasurer, in writing, to send the bill to another address, in which case it shall be sent to that address. This direction will continue until revoked by the taxpayer in writing.
 7. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be on the tax bill under Section 343 of the *Municipal Act*.
 8. The final levy for the year 2024 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this by-law.
 9. The provisions of s. 317 of the *Municipal Act*, as amended, apply to this by-law with necessary modifications.
 10. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment or late payment of any taxes or any instalment of taxes.
 11. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
 12. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
 13. This by-law shall come into force and take effect on the day of the final passing thereof.

Enacted and passed this 24th day of October, 2023.

William C. Steele
Mayor

Saima Tufail
Interim City Clerk

The Corporation of the City of Port Colborne

By-Law No. _____

Being a by-law to Authorize Civil Marriage Solemnization Services and to Appoint Marriage Officiants for the Corporation of the City of Port Colborne

Whereas Ontario Regulation 285/04 provides the authorization of the City Clerk to solemnize marriages with the authority of a marriage licence; and

Whereas the Council of the Corporation of the City of Port Colborne deems it desirable to provide Civil Marriage Solemnization Services;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That the Council of the Corporation of the City of Port Colborne direct that Civil Marriage Solemnization Services be implemented.
2. That the City Clerk and the Chief Administrative Officer be authorized as Marriage Officiants to perform civil marriages on behalf of the Corporation of the City of Port Colborne pursuant to Ontario Regulation 285/04 made under the *Municipal Act*.
3. That the City Clerk and the Chief Administrative Officer, at their discretion, solemnize civil marriages at times and locations which are agreeable to both parties.
4. That the detailed fee structure for civil marriage services form part of the City's Fees and Charges By-Law.

5. **General Provisions**

5.1 If any provision of this By-Law is found by any court or tribunal of competent jurisdiction to be illegal, in whole or in part, the balance of the By-Law shall not be affected and shall remain in full force and effect.

5.2 If there is a conflict between a provision of this By-Law and a provision of any other By-Law of the city, the provision that establishes the higher standard shall prevail.

5.3 Any reference to legislation in this By-Law includes the legislation and any amendment, replacement, subsequent enactment, or consolidation of such legislation.

Enacted and passed this 24th day of October 2023.

William C. Steele
Mayor

Saima Tufail
Acting City Clerk

The Corporation of the City of Port Colborne

By-Law No. _____

Being a by-law to adopt, ratify and confirm
the proceedings of the Council of The
Corporation of the City of Port Colborne at
its Regular Meeting of October 24, 2023

Whereas Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipality shall be exercised by its council; and

Whereas Section 5(3) of the *Municipal Act, 2001*, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the City of Port Colborne be confirmed and adopted by by-law;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. Every action of the Council of The Corporation of the City of Port Colborne taken at its Regular Meeting of October 24, 2023, upon which a vote was taken and passed whether a resolution, recommendations, adoption by reference, or other means, is hereby enacted as a by-law of the City to take effect upon the passing hereof; and further
2. That the Mayor and Clerk are authorized to execute any documents required on behalf of the City and affix the corporate seal of the City and the Mayor and Clerk, and such other persons as the action directs, are authorized and directed to take the necessary steps to implement the action.

Enacted and passed this 24th day of October, 2023.

William C. Steele
Mayor

Saima Tufail
Acting City Clerk